

Title: Maumee City School Substitute Teacher

Reports to: Building Principal

Employment status: As needed - on call

Minimum Qualifications:

- Valid Ohio teaching license or substitute teaching license
- Documentation of a clear criminal record with evidence from BCI and FBI
- Self-directed and able to learn quickly
- Professional tact, diplomacy and presentation
- Conscientious and assumes responsibility for own work performance.
- Good health, high moral character and good attendance record.
- Demonstrates enthusiasm and a sincere desire to aid all students.
- Demonstrates professionalism and contributes to a positive work environment

Essential Functions, Duties & Responsibilities of a Substitute Teacher:

1. Report to the school office by the substitute teacher starting time.
2. Follow teacher's written lesson plans. Consults with the principal and/or staff to resolve questions and concerns
3. Take/record attendance.
4. Teach scheduled classes. Prepare a written summary of work completed and makes the absent teacher aware of special situations or problems encountered.
5. Implement effective student management procedures. Maintain high standards and uphold student code of conduct.
6. Remain at school until regular scheduled time (including during lunch and classroom teacher's planning period) unless permission is obtained from the principal.
7. Monitor student behavior that may indicate a problem (e.g. profanity, teasing, bullying, distress, etc.) Intervene and/or report concerns to the building principal.
8. Develop and maintain a positive learning environment.
9. Vary instructional techniques to address individual learning styles.
10. Incorporate effective use of available technology for records management and instructional activities. Uphold the district's technology acceptable use policy.
11. Review building substitute expectations and emergency plans and be prepared to respond to emergencies.
12. Maintain confidentiality of all information concerning students, staff, or parent/guardian.
13. Accept personal responsibility for decisions and conduct.
14. Wear appropriate work attire and maintain a neat appearance.
15. Conduct other duties related to the substitute teacher position as assigned by the building principal.

16. Take initiative necessary to perform routine tasks independently.
17. Report evidence of suspected child abuse to building principal immediately.
18. Follow guidance in substitute teacher handbook; including upholding board policies and administrative procedures.
19. Give positive reinforcement to acceptable academic and social behavior.
20. Show respect and consideration for students and other staff.
21. Effectively uses verbal, non-verbal, writing, and listening skills.
22. Strive to avert problem situations and solve conflicts.
23. Demonstrate ability to work with others, solve problems, work as part of a team.
24. Be a role model and exercise professionalism at all times.
25. Present clear, complete, and accurate explanations suitable to level of learners.
26. Receive student questions comfortably and answer them clearly and completely.
27. Approach subject matter in a positive and enthusiastic manner; present subject matter in a calm, self-confident, and poised manner.
28. Monitor student behavior and activities.
29. Give positive reinforcement to acceptable academic and social behavior and adhere to the school's PBIS program standards.
30. Give clear and concise instructions.
31. Ask relevant questions throughout the lesson to check for understanding.
32. Encourage active student participation.
33. Take care with school district property.
34. Serve as a role model for students.
35. Remain free of tobacco, alcohol or non-prescribed controlled substances in the school and on school property at all times.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.