

PERMANENT BUILDING SUBSTITUTE

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assumes all duties and responsibilities for the regular classroom teacher during the teacher's absence
- Maintains the established routines and procedures of the school and assigned classroom
- Maintains a safe, orderly and positive instructional environment
- Delivers instructions to meet student needs and capabilities under the guidance of the regular classroom teacher, Principal and/or Sp Ed Coordinator
- Utilizes pertinent student programs
- Utilizes and delivers lesson plans prepared by the regular classroom teacher
- Maintains appropriate student records as required
- Works with other staff members and utilizes available resources to provide educational services to the students
- Communicates student progress to regular classroom teacher, Principal, Sp Ed Coordinator and parents/guardians as required
- Demonstrates and adheres to district, board and school policies, procedures, practices and goals
- Provides for personal and social growth for students
- Prepares lessons plans as necessary if instructed by regular classroom teacher, Principal and/or Sp Ed Coordinator
- Supervises students as assigned
- Establishes and maintains cooperative and professional relationships with those contacted in the course of the work day
- Communicates and interacts effectively with students, parents/guardians and staff
- Maintains a high level of ethical behavior and confidentiality of any information regarding student, staff and all job related matters
- *Other duties as required by the Building Principal*

MINIMUM QUALIFICATIONS:

- Education
 - High school diploma or equivalent
 - Minimum of a Bachelor's degree *required*. Exceptions may or may not be approved under extenuating circumstances related to District needs
 - Demonstrated successful experience working with students at all education levels appropriate to assignment *preferred*
 - Teaching experience *preferred*
 - Thorough knowledge and understanding of the instructional and learning process
 - Ability and skills to organize and perform job duties with little or no direct supervision
 - Ability to understand and carry out written and oral instructions
 - Ability to prepare and write reports and correspondence
 - Ability to handle stressful situations
 - Ability to demonstrate an understanding, patient, positive and receptive attitude toward students
 - Ability to effectively manage time and responsibilities
 - Ability to understand and implement school safety rules and regulations
 - Ability to maintain confidentiality of student matters
 - Knowledge of and ability to perform basic computer skills, word processing and data entry
 - Ability to handle interpersonal relations, problem solving and public relations
 - Ability to work with students and parents/guardians, prioritize tasks and adjust work schedule to accommodate demands
 - *Other qualities as deemed necessary by the Building Principal*

WORK ENVIRONMENT: While performing the duties of this job, the employee regularly works inside put some duties may be performed outside, including recess, field trips, etc. The employee is directly responsible for the learning, safety and well-being of students. The employee must be able to meet deadlines with severe time constraints, work both individually and as a team member, manage multiple tasks, prioritize work load, manage interruptions to work and handle conflict resolution with students. The noise level in the work environment is usually moderate but may vary.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel and bend. Other requirements may include lifting and/or carrying up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS:

While performing the duties of this position, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual s with disabilities to perform the essential functions.

IMMEDIATE SUPERVISOR: BUILDING PRINCIPAL

EQUAL OPPORTUNITY EMPLOYER

Updated: November 2022