

**FIRELANDS LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:**                   **SUBSTITUTE TEACHER**

**File 311**

**Reports to:**       Assigned administrator/supervisor

**Job Objective:**   Implements the absent teacher's prepared lesson plans.

*NOTE:* Duties vary in scope/duration and may be modified to address evolving staffing needs. Substitute staff may be required to perform all duties in the absent employee's job description.

- Minimum Qualifications:**
- Complies with state department of education substitute teacher requirements.
  - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
  - Embodies high ethical standards/integrity. Maintains confidentiality. Accepts personal responsibility for decisions/conduct.
  - Exhibits effective time management and resourceful problem-solving skills.
  - Passes all state background check requirements. Maintains a record free of criminal violations that would prohibit public school employment.
  - Meets mandated health screening requirements following a conditional offer of employment.
  - Shows evidence of core computer competencies deemed essential at the time of hire.

- Essential Functions:**
- 1. Teaches assigned classes/subject matters as scheduled. Implements lesson plans aligned with state standards and district curriculum goals.**
    - Reports to main building office to sign in/out as directed.
    - Follows the absent teacher's work schedule. Consults with supervisors to resolve concerns (e.g., regulations, board policies, administrative practices, building/program schedules, etc.).
    - Assumes responsibility for learning all emergency procedures (e.g., evacuations, lock downs, adverse weather, power failures, etc.). Promptly reports work-related injuries to a supervisor.
    - Follows written lesson plans and performs all of the absent teacher's assigned duties.
    - Follows district protocols to protect the privacy of student information.
    - Collaborates with staff to implement student interventions.
    - Provides opportunities for students to participate in an inclusive educational environment.
    - Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
    - Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, democratic values, ethical conduct, self-reliance and reflective problem-solving skills.
    - Facilitates student learning activities that encourage teamwork and positive peer relationships.
    - Administers/proctors state and district testing activities. Upholds mandated security procedures.
    - Prepares a written summary of work completed as directed. Makes the absent teacher aware of special situations or problems encountered.
  
  - 2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
    - Complies with the *Licensure Code of Professional Conduct for Ohio Educators*, drug-free workplace rules, board policies and administrative guidelines/procedures.
    - Contributes to an effective and positive work/learning environment. Performs all assigned duties.
    - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
    - Encourages community participation in school-sponsored activities.
    - Maintains a professional appearance. Wears work attire appropriate for the position.
    - Maintains an acceptable attendance record and is punctual.
    - Participates in the development of best practices and advancement of academic standards.
    - Respects privacy and maintains the confidentiality of privileged information.
  
  - 3. Maintains open/effective communications. Serves as a reliable information resource.**
    - Communicates program objectives/performance expectations to students/parents and staff.
    - Prepares/maintains accurate records. Submits required paperwork on time.
    - Provides prompt notification of personal delays or absences.
    - Refers district policy interpretation questions to an appropriate administrator.
    - Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
  
  - 4. Pursues opportunities to enhance professional performance.**
    - Participates in training to keep current with professional standards associated with work duties.
    - Updates skills as needed to use available task-appropriate technology effectively.

- Works toward mastery of individualized development/performance goals as directed.

**5. Takes precautions to ensure safety. Helps manage/eliminate risks.**

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes and responds to prevent aggressive behavior or harassment. Complies with district procedures and federal/state laws when dealing with discrimination and suspected child abuse/neglect.

**6. Performs other specific job-related duties as directed.**

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

**Working  
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with all mandated safety regulations and follow district protocols when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing strenuous or repetitive physical tasks for extended periods of time.
- Traveling to meetings and work assignments.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Firelands Local School District Board of Education.

The Firelands Local School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

Revised: July 15, 2013