

BAY VILLAGE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: SUBSTITUTE TEACHER

File 310

Reports to: Principal

Job Objectives: Carries out the absent teacher's prepared lesson plans.

- Minimum Qualifications:
- Complies with all state requirements for a temporary teaching license. Valid Ohio teacher's license or certificate is preferred.
 - Meets all legally mandated health requirements.
 - Provides documented evidence of a clear criminal record as required by law.

Essential Job Functions: The following duties are representative of performance expectations. A reasonable accommodation will be made to enable a qualified individual with a disability to perform essential functions.

1. Follows board policies/administrative procedures and supports the district mission statement.
2. Supports the district and building student codes of conduct.
3. Supports mandated extended classroom programs and curriculum and collaborates with other staff as required.
4. Maintains/submits records, correspondence, and reports in a timely manner.
5. Communicates and consults with administrators, staff, parents, and students.
6. Reports evidence of suspected child abuse as required by law.
7. Maintains the confidentiality of privileged information.
8. Fosters a safe and secure work and learning environment.
9. Participates in after-school programs/activities as required.
10. Teaches/supervises assigned classes.
11. Implements the classroom management policy.
12. Promotes a classroom environment conducive to the achievement of academic/behavioral objectives.
13. Administers standardized student assessment instruments as required.
14. Makes the absent teacher aware of special situations or problems encountered.

15. Performs other job-related duties as required.

Working
Conditions:

The following situations are examples of possible working conditions that may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.

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- Potential for interaction with disruptive and/or unruly individuals.
- Duties may require operating and/or riding in a vehicle.
- Duties may require lifting, carrying, and/or moving instructional supplies and equipment.
- Duties may require performing activities that include standing, bending, reaching, kneeling, and/or crouching.
- Duties may require traveling to meetings and work assignments.
- Duties may include communicating needed assistance to assigned aides and volunteers.
- Duties may require considerable telephone contact and paperwork.
- Duties may require working under time constraints to meet deadlines.

Performance
Evaluation:

Job performance is evaluated according to the policy provisions adopted by the board of education and contractual agreements.

The board of education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.