



**NORTH ALLEGHENY SCHOOL DISTRICT**

**JOB PROFILE: DAY TO DAY SUBSTITUTE TEACHER**  
Reports to: **Substitute Services Coordinator**

**Classification:** Contingent

**Hours/Day:** 4 or 8

**Type/Days/Year:** Academic  
School Year

***Purpose/Summary***

The day to day substitute teacher will act as the primary classroom teacher for one or more classrooms due to the unavailability of the primary teacher. The day to day substitute teacher will execute lesson plans and daily operations of the classroom and perform other duties as assigned.

***Essential Duties and Responsibilities***

- Execute lesson plans left by the primary teacher
- Execute daily operations of classroom
- Take attendance for each class period
- Manage and maintain proper student behavior
- Report all necessary information to the primary teacher
- Other duties as assigned by the building principal

***Education and/or Experience***

- Bachelor's Degree Required
- Pennsylvania Department of Education Teaching Certificate Required

***Certifications, Licenses, Registrations***

- Child Abuse History Clearance
- PA Criminal Record Check
- FBI Fingerprint Clearance
- Act 126: Mandated Reporter of Child Abuse Training (through approved provider established by the Pennsylvania Department of Education)
- Act 168: Sexual Misconduct Abuse Disclosure Release

***Qualification Requirements***

To perform this job successfully, the ideal candidate is adaptable, dependable, educated, and possesses the ability to execute lesson plans in a variety of classrooms daily. The individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

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**Knowledge and Abilities**

Ability to teach, think critically, problem solve, and locate information for required coursework. Ability to understand content in order to organize, manage, and communicate by multiple methods. Knowledge of current office technology devices and applications.

Academic Skills – Ability to comprehend all information deemed important and pertinent for student success regarding subject matter of specialty coursework. Must be able to thoroughly and effectively communicate all required information to students.

Language Skills – Must possess the ability to use the English language in both oral and written form. Be able to communicate information and ideas in speaking so others will understand. Ability to read, analyze, and interpret information in order to communicate effectively with students and primary teachers. Ability to listen and be respectful, tactful, and sensitive when interacting with diverse students and staff. Strong ability to write effectively for numerous applications.

Math Skills – Knowledge of basic mathematics for every day function. Required mathematics knowledge for given grade level and coursework for all mathematics certified substitute teachers.

Relationship Skills – Must be approachable with the ability to positively and connectively interact with students and staff. Must seek to build professional relationships based on trust and integrity with North Allegheny School District as a whole.

Technology Skills – Ability to utilize programs such as Microsoft Office Suite, Google Docs, Canvas, Promethean Board, District software systems, and general office equipment. Be able to access, generate and analyze data, utilize email, the Internet, and intranet.

Reasoning Ability – Ability to think critically and problem solve, multi-task and utilize time and resources properly. Demonstrate conceptual thinking, effective scheduling, and time management skills. The day to day substitute teacher must possess the ability to manage student/classroom behavior and de-escalate any arising concerns and/or issues within the classroom.

**Other Skills and Abilities**

- Excellent teaching, communication, interpersonal and leadership skills.
- Organizational skills in handling and directing multiple assignments and lesson plans.
- Ability to effectively respond to all questions asked by the primary teacher.
- Ability to establish and maintain positive working relationships with all students and staff.
- Ability to work within a student-focused environment.

**Physical Demands**


*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a LIGHT Physical Demand Characteristic of Work position according to the physical demands' strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Sedentary (S)</b>	<b>Light (L)</b>	<b>Medium (M)</b>	<b>Heavy (H)</b>	<b>Very Heavy (V)</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.

**Work Environment**

The work environment will vary from potentially very loud situations such as cafeterias any playgrounds to more moderate situations such as a small group, office, classrooms or large group professional settings.

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The majority of time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under fluorescent lighting.				
<b>Primary Work Location</b>				
Office Environment			Shop	
Classroom			Vehicle	
Outdoors			Travel	
<b>Physical and Non-Physical Demands Key</b>				
<b>C=Continuously</b>	<b>F=Frequently</b>	<b>O=Occasionally</b>	<b>R=Rarely</b>	<b>N=Never</b>
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.
Standing	C	Crawling	R	
Sitting	O	Bending	F	
Walking	C	Twisting	R	
Lifting	O	Climbing	R	
Carrying	O	Balancing	R	
Pushing/Pulling	O	Vision	C	
Reaching	O	Hearing	C	
Handling	O	Talking	C	
Fine Dexterity	C	Foot controls	N	
Kneeling	F	Working Closely with Others/Teamwork	C	
Crouching	F	Tedious or Exacting Work	C	
Time Pressures	C	Noisy or Distracting Environment	C	
Emergency Situations	R	Simultaneous Multi Tasks	C	
Frequent Change of Tasks	C	Other (Specify):		
Irregular Work Schedule/Overtime	R	Other (Specify):		
<i>The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.</i>				
Director of Human Resources Signature				
Date of Approval		10/31/25		

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