



HUMAN RESOURCE SERVICES

Job Description

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Job Title: Teacher, Substitute

Division: Schools

Department: Elementary/Secondary

Immediate Supervisor Job Title: Principal

Next Higher Supervisor Job Title: Superintendent

General Description: Under the direction of the principal, responsible for helping to enable each student to pursue his or her education as smoothly and completely as possible in the absence of the regular classroom teacher.

Performance Responsibilities:

1. Reports to the school principal or administrative assistant upon arrival at the school building.
2. Obtains all plans and schedules to be followed during the teaching day.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which is assigned.
4. Teaches the lesson as outlined by the absent teacher.
5. Consults, as appropriate, with the principal before initiating any teaching or other procedures not specified in the absent teacher's lesson plan(s).
6. Assumes responsibility for overseeing student behavior in class, during passing periods, and on school premises.
7. Reports, in writing, on the day's activities at the conclusion of each teaching day.
8. Follows all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates.
9. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
10. Assists the administration in implementing all district policies and procedures as well as building guidelines governing student life and conduct and, for the classroom, develops reasonable rules of classroom behavior; maintains order in the classroom in a fair and just manner.
11. Demonstrates sensitivity in dealing with students of diverse socio-economic backgrounds, cognitive and physical abilities as well as with students of diverse cultural and ethnic backgrounds.
12. Performs other duties as assigned.

Qualifications:

Education and Experience:

1. Valid teaching certificate for the State of Washington
2. Willingness to complete required annual training (Vector Solutions)

Knowledge, Skills, and Abilities:

1. Ability to successfully employ effective teaching methods.
2. Ability to develop and maintain effective classroom management.
3. Ability to communicate effectively with diverse students, parents and staff.

The statements above are intended to describe the general nature and level of work being performed by people assigned to this role. It is not intended to describe all duties, responsibilities, or qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.