

JOB DESCRIPTION

Job Title:	Guest Teacher/Substitute Teacher	FLSA Status:	Non-Exempt
Job Family:	Substitute	Work Days:	As Needed
Pay Program:	Substitute		
Prepared/Revised Date:	July 2021		

SUMMARY: A Guest Teacher, or Substitute Teacher, teaches and supervises students in the event that their regular teacher is unable to lead class. Their duties include managing classroom behavior, quickly interpreting lesson plans and creating reports to inform the students' permanent teacher of their success. Long-term Guest Teachers also take on all of the regular teacher's duties, including lesson planning, grading, parent communications, meetings, conferences, etc. at the long-term guest teacher rate of pay.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

Job Tasks Descriptions	Frequency	% of Time
Follow lesson plans provided by the regular teacher to create a cohesive and consistent learning experience for students	D	20%
Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment	D	20%
Adapt teaching methods to fit the needs of each individual student	D	20%
Supervise students in and out of the classroom, including in the halls, on the playground and in the cafeteria	D	20%
Provide in-class and at-home assignments based on the available lesson plan	D	5%
Collaborate with other teachers and staff to ensure that there is meaningful support for students in academic content and behavior management.	D	10%
For long-term substitutes: develop lesson plans and assignments, grade student work, communicate with students' parents, and attend meetings and conferences consistent with the regular work done by the permanent teacher.	D	(100% when applicable)
Other duties as assigned	D	5%
TOTAL =		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma required
- Preferred Bachelor's degree
- Evidence of successful work with children ages 5-20

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Must possess and maintain a valid teacher's license or substitute authorization from the Colorado Department of Education

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- The ability to effectively collaborate with other adults
- The ability and willingness to follow directions
- Excellent communication skills
- The willingness and ability to work closely with students and staff
- Experience using technology in the classroom
- The ability to effectively manage large classrooms of students in order to provide a safe, inclusive and productive learning environment
- The ability to effectively understand and communicate the English language through verbal, auditory and written methods
- A positive attitude

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Computers
- Word processing
- Email
- Copy machines
- Phones
- General classroom technology

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Building Principal/Administration & Human Resources

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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 individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate				X

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Instruct				X
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	