



THOMASTON BOARD OF EDUCATION
Thomaston, Connecticut

Position Description

JOB TITLE:	Building Substitute Teacher – (Grades 4-6) <i>(per diem when school meets in-person)</i>
DEPARTMENT/SCHOOL:	Thomaston Center School
REPORTS TO:	Principal

POSITION SUMMARY/PURPOSE

To assist in providing high-quality educational opportunities for students when their regular teacher is not present for in-person instruction. The Building Substitute Teacher is responsible for classroom management, delivering the lessons provided by the absent teacher, and leaving feedback to the absent teacher about each lesson.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

- Implement existing lesson plans in a manner that ensures the integrity of academic time and motivates students to learn and participate
- Instruct students regarding a variety of classroom topics and courses of instruction
- Follow lesson plans as required by school and District policy
- Assign reasonable tasks and homework to students in accordance with the lesson plans
- Model correct use of the English language (orally and in writing)
- Teach lessons utilizing appropriate learning activities and a course of study adopted by the Board of Education.
- Conduct ongoing assessment of student learning and modify instructional methods to fit individual student's needs, including students with special needs.
- Instruct students in the principles of responsible citizenship and other subject matter specified in applicable laws, administrative regulations and procedures of the Thomaston Public Schools.
- Organize and maintain a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by district procedures and applicable laws.
- Ensure student conduct conforms to the school's standards and school district policies, and establish and maintain standards of pupil behavior necessary to achieve a functional learning atmosphere in the classroom.
- Coordinate and collaborate with other staff members.
- Participate in faculty meetings and school/district committees as invited.
- Supervise students in activities that take place out of the classroom during the school day, including outdoor activities and activities involving school transportation.
- Administer standardized tests in accordance with district testing protocols.
- Utilize a variety of manipulatives and hands-on activities to support content standards, CT Core Standards, and the needs and capabilities of individual students and student groups.
- Continue to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
- Demonstrate professional practices in teaching
- For long-term assignments, you may be required to develop lesson plans; create, administer, and grade tests/assignments; participate in parent-teacher conferences; and attend school related functions. **Please note:** activities may occur outside of normal school hours
- Demonstrate and apply effective classroom management strategies, including but not limited to:
 - Maintain classroom control that fosters a safe, positive environment for all students and staff in accordance with District, school, state, and all applicable laws and regulations
 - Ensure adequate supervision of students and the classroom environment to assure the health, welfare, and safety of all students
 - Take all necessary and reasonable precautions to protect equipment, materials, and school property
 - When assigned to a classroom or area, remain in that classroom or area, monitoring students at all times
 - Report all student injuries, accidents, illnesses, and discipline problems to the School Principal immediately
 - Supervise students in out-of-class settings (e.g., assemblies, lunchroom, schoolyard, playground)

ADDITIONAL DUTIES:

- Perform other related tasks as assigned by the School Principal or his/her designee.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

EQUIPMENT:

- Standard office and classroom equipment.

TRAVEL:

- Travel to/from school district buildings and professional meetings as required.

WORK SCHEDULE:

- Standard teacher work schedule as set forth in the Thomaston Education Association Professional Agreement.

SKILLS, KNOWLEDGE, ABILITIES:

- Belief that all students can achieve (growth mindset).
- Ability to demonstrate high standards of ethics, honesty, and integrity.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network system and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with administrators, colleagues, staff, and students.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

PHYSICAL AND MENTAL DEMANDS/WORK HAZARDS:

- Work in standard office and school building environments.

QUALIFICATIONS PROFILE:

- **Certification/License:**
 - Applicable Grade-Level and/or Content-Area Connecticut Educator Certificate preferred.
 - Motor Vehicle Operator's License or ability to provide own transportation.
- **Education:**
 - Bachelor's degree from an accredited college/university required.
 - Bachelor's degree from an accredited college/university in education or applicable content-area preferred.
- **Experience:**
 - Successful student teaching experience preferred.
- **Requisite Pre-Employment Status:**
 - Satisfactory Fingerprint Screening and Police Report
 - Submission of Official transcript (indicating bachelor's degree conferred)

FLSA Status: Exempt

DISCLAIMER:

This job description conforms to EEO and ADA requirements. This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Last Revised: July 2020