

**CLASSIFICATION**

SUBSTITUTE TEACHER

**SUMMARY**

On-call to provide instruction to students in accordance with established lesson plans and administrator directions. May prepare lesson plans and, evaluate and monitor students' performance.

**MINIMUM JOB REQUIREMENTS**

Arizona IVP fingerprint clearance card.  
Valid Arizona Teacher Certificate or Substitute Certificate  
Teaching Experience

**PREFERRED REQUIREMENTS**

Valid Arizona Teaching certificate

**ADDITIONAL REQUIREMENTS AFTER HIRE**

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization. Substitute Teachers are required to complete paperwork through the Substitute Assignment Office and to use the District's automated Sub Finder computer system.  
Must attend Substitute Teacher Orientation before starting any assignment in the District.

**PERFORMANCE RESPONSIBILITIES**

Use AESOP to accept or decline substitute teaching assignments.

Report to the accepted-assignment school's main office 30 minutes early to:

- sign in,
- see if there are any administrator directions,
- review lesson plans,
- prepare for lessons for the day,
- understand school discipline procedures,
- become familiar with the building and school safety plan,
- determine break times and planning periods, and
- determine which other Teachers would be available for help.

Maintain, as much as possible, the established routines and procedures. Uphold all District policies, rules and procedures to which regular Teachers are subject.

Teach the lessons as prepared by the absent Teacher.

Plan, organize and display classroom materials appropriate to curricular activities.

Maximize the probability for success by clearly communicating expectations, adapting for individual learner needs, actively involving the students, and providing a risk-free, safe environment.

Observe behavior of children in the classroom and on the playground. Manage students' behavior  
Assume responsibility for overseeing student behavior and provide directions to students in emergency situations.

Monitor and be knowledgeable of the activities of teacher assistants and classroom volunteers.

Provide feedback to the Teacher, including lessons completed, possible changes made in the plan and why, and comments upon student behavior.

Check out at the end of the day in the main office and complete Timesheet.

### **MENTAL TASKS**

Communicates – verbally and in writing. Reads. Analyze and evaluate student progress and course curriculum. Develop, implement and evaluate plans. Manages classroom. Promotes learning and ensures safety. Perform functions from written and oral instructions and from observing and listening to others. Evaluate written materials to include written assignments and tests.

### **PHYSICAL TASKS**

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

### **EQUIPMENT, AIDS, TOOLS, MATERIALS**

Uses blackboard, whiteboard, easel, bulletin board, chalk, markers, and office or instructional equipment, such as telephones, fax-machines, computers and associated technology. May use hand tools and operate power-driven machinery.

### **WORKING CONDITIONS**

Indoor - classroom environment. Outdoor - all weather conditions and temperatures. Playground environment. Contact with the public, employees, children and parents. Exposure to noise, dusts, gas and fumes.

### **CONTROL, SUPERVISION**

Monitor control of students, volunteers and/or assistants in the classroom, playground, field-trips, lunchroom, library, school buses and other areas.

M: JOB 80794  
New 7/07  
Revised 9/18