

SUBSTITUTE TEACHER

Purpose Statement

To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women in the absence of the regular teacher.

Essential Functions

- Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, projects and to communicate these objectives to students, as adopted by the local and state Board of Education.
- Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned.
- Teaches lesson plan as outlined by the absent teacher.
- Performs all extra duties for the absent teacher as required by the building principal.
- Meets and instructs assigned classes in the locations and at the times designated.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation, pertaining to teacher and students.
- Assists the administration in implementing all policies and rules governing student life and conduct, and for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Continuously strives to improve professional competence and collaboration with colleagues and communities.
- Reports any unusual occurrence or event to the principal or the designated representative immediately.
- Implements all rules and regulations, policies and administrative guidelines as adopted by the Board of Education.
- Maintains a professional appearance as an example for students.

Other Functions

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem

solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. This job is performed in a generally clean and healthy environment. Must be able to work in noisy and crowded environments. There may be occasional exposure to blood, bodily fluids, and tissue; occasional interaction among unruly children.

Reports To	The building principal
Supervises	Students as assigned
Education	60 semester credit hours from a regionally accredited college or university
Qualifications	Appropriate Licensure by the Kansas State Department of Education (KSDE)
Terms	Based off the current substitute daily pay rate
FLSA Status	Non-Exempt
Evaluation	Performance evaluated by Classroom Teacher and Building Principal
Continuing Education/Training	Certificates & Licenses
Annual Training Videos	Maintain License
Clearances	
Clearance through KSDE	
Pre-employment Physical	
TB Test	