



THE METROPOLITAN SCHOOL DISTRICT OF

WARREN TOWNSHIP

Building Guest Teacher (Permanent) Job Description

JOB TITLE:	Building Guest Teacher (Permanent)
FLSA CLASSIFICATION:	Non-exempt, \$100 per full day worked
WORK DAYS:	181 days (those days when students are scheduled to attend school)
STANDARD HOURS PER DAY:	7 hours per day (not including a 30-minute unpaid duty-free meal break)

WORK YEAR: The Building Guest Teacher is scheduled to work all days when students are scheduled to attend school, depending on which calendar the school follows.

SALARY SCHEDULE & BENEFITS: The Building Guest Teacher is paid a daily rate of \$100, and is eligible for benefits on the "Support Staff" benefits schedule.

REPORTS TO: The Building Guest Teacher is supervised by the building Principal/Asst. Principal. They report to the building Principal or designee.

SUPERVISES: The Building Guest Teacher does not directly supervise any other employee(s).

GENERAL SUMMARY OF DUTIES:

Under direct supervision, the Building Guest Teacher provides support in an educational environment, working with students by following the teacher's lesson plans. The Building Guest Teacher is responsible for leading and supervising a variety of developmentally-appropriate activities, as directed by the assigned teacher(s). Performs related work as directed.

ESSENTIAL FUNCTIONS:

1. Reports directly to the school principal or principal's secretary/designee upon arriving at school.
2. Reviews with the principal or designee, 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 they are assigned.
4. Teaches the lesson outlined and described in the Guest Teacher's guide/folder as prepared by the absent teacher.
5. Consults as appropriate, with the building principal, team leader, department chair, or designee on any directions left by the absent teacher or other procedures not specified in the Guest Teacher guide/folder.
6. Assumes responsibility for overseeing student behavior in class and during lunch and recess period.
7. Reports in writing on the day's activities, attendance, and conclusions of the day. This can be shared with the principal's secretary and left for the teacher.
8. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.

NON-ESSENTIAL FUNCTIONS:

1. Performs related duties as directed.

ENTRY-LEVEL REQUIREMENTS:

1. **EDUCATION/TRAINING:** An Associate's degree or higher, or at least sixty (60) semester hours from an accredited institution of higher education (official transcripts are required to validate education), or preferred.
2. **EXPERIENCE:** Previous work experience with school-age children is preferred.
3. **CERTIFICATIONS &/OR LICENSES:** Substitute Teacher's Licensure.

PERFORMANCE APTITUDES:

1. **Data Utilization:** Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.
2. **Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
3. **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of standard office equipment.
4. **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference data and information.
5. **Mathematical Aptitude:** Depending on the grade level of the classroom assignment, may require the ability to perform addition, subtraction, multiplication, and division; may require the ability to calculate decimals and percentages; may require the ability to utilize principles of fractions and/or to interpret graphs;
6. **Functional Reasoning:** Requires ability to carry out detailed but uninvolved written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.
7. **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

PHYSICAL REQUIREMENTS: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of standing, walking, climbing, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

SENSORY REQUIREMENTS: Most tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks require the ability to perceive and discriminate sounds.

ENVIRONMENTAL FACTORS: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluations of Professional Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

I have received a copy of the Support Staff Handbook and/or directions on how to access the information on the District Website.

The Metropolitan School District of Warren Township does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, military status, ancestry or genetic information which are classes protected by Federal and/or State law (collectively, “Protected Classes”) occurring in the Corporation’s employment opportunities, programs and/or activities, or if initially occurring off Corporation grounds or outside the Corporation’s employment opportunities, programs and activities, affecting the Corporation environment.