



**Board of Education**  
61 ECHO LAKE ROAD  
WATERTOWN, CONNECTICUT 06795  
Telephone: (860) 945-4800  
FAX: (860) 945-6990



**TO:** All District Staff  
**FROM:** Alison Villanueva, Ph.D.  
Superintendent of Schools  
**RE:** ANNOUNCEMENT OF VACANCY  
**DATE:** March 24, 2025

### District Substitute Teacher/Paraeducator

**Position Title:** District Substitute Teacher/Paraeducator  
**Location:** Watertown Public Schools  
**Position Reports To:** Building Administrator(s)  
**Job ID:** #2248  
**Internal Close Date:** N/A  
**External Close Date:** N/A  
**Anticipated Start Date:** ASAP

#### Required Certifications & Qualifications

- Bachelor's degree or above
- Or completed - ED-174 form (located on State of Connecticut website - CT.gov)

#### General Statement of Duties

Substitute Teachers and Paraeducators are assigned to a specific school through AESOP/Frontline to provide coverage in the absence of any of the school's teachers or paraeducators.

#### Specific Examples of Substitute Teacher Duties

##### Substitute Teacher Overview

Substitute teachers provide temporary instructional support in the absence of regular classroom teachers. They are responsible for maintaining classroom order, delivering lessons, and ensuring students' learning continues uninterrupted.

##### Key Responsibilities:

- Assume all responsibilities and duties for the regularly assigned teacher or paraeducator who is absent
- Implement Lesson Plans: Execute lesson plans as directed by the full-time teacher or develop an appropriate lesson plan if none is provided.
- Classroom Management: Maintain discipline and control of the classroom, fostering a safe and nurturing learning environment.

- Student Support: Engage students, answer questions, and support individual learning needs
- Administrative Tasks: Take attendance, assign and collect homework, and compile an end-of-day report for the full-time teacher.
- Adhere to Policies: Follow school policies for safety protocols and disciplinary situations

### **Specific Examples of Substitute Paraeducator Duties**

#### **Substitute Paraeducator Overview**

Substitute paraeducators assist teachers by providing additional support to students, particularly those with special needs. They help maintain a productive learning environment and assist with instructional tasks

#### **Key Responsibilities:**

- Assist Teachers: Support classroom instructional tasks, such as reading to students and reviewing their work.
- Student Support: Work with students individually or in small groups to assist with learning content and skills introduced by the teacher
- Classroom Organization: Maintain the orderly arrangement of materials and equipment within the classroom.
- Student Support: Engage students, answer questions, and support individual learning needs
- Communication: Communicate student observations and needs to the teacher regularly

### **Additional Duties**

Perform all other duties that may be assigned by the Building Administrator(s)

### **Terms of Employment**

- Substitute Teacher Rate: \$115 per full day, \$57.50 per half day
- Substitute Paraeducator Rate: \$16.35 per hour
- As needed basis for the School Year

### **Work Schedule**

181 work days - beginning on the first day of school for students and concluding on the last day of school for students

All application materials must be submitted online, through Applitrack; should you have any difficulty in submitting your online application please contact (860)945-4813. The District reserves the right to close the posting if a suitable candidate is found prior to the external closing date.