RALEIGH COUNTY SCHOOLS
Job Description

POSITION: Substitute Teacher

IMMEDIATE SUPERVISOR: Director of Personnel

FLSA STATUS: Exempt

EMPLOYMENT TERM: As needed throughout the school year

SALARY: Per Raleigh County pay scale commensurate with education level, experience and length of assignment

EVALUATION: Performance in this position will be evaluated by the building level principal in conjunction with the Director of Personnel and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and RCBOE Policy C.2.7, Evaluation of Substitute Teachers

JOB SUMMARY: Provide appropriate instruction to students and insure that the students meet the content standards and objectives for the grade level and subject area assigned while maintaining a safe, nurturing, and orderly learning environment

PERFORMANCE RESPONSIBILITIES:

- Report to building principal or her/his designee upon arrival at the school building
- Review with the principal or department head all plans and schedules to be followed during the teaching day including any assigned duties
- Maintain as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned
- Utilize teaching aides effectively and satisfactorily
- Make effective use of the lesson plans provided by the regular teacher and/or develop appropriate plans with assistance, as directed by an administrator, when lesson plans are not available in the classroom.
- Maintain appropriate records including checking assignments, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for the teacher who is absent as directed and/or collect and organize work for the absent teacher
- Maintain good room appearance and physical condition; ascertain that students take care of the classroom supplies, equipment and furniture
- Monitor technology care and usage
- Maintain a positive emotional climate in the room
- Develop an appropriate student-teacher relationship
- Provide appropriate knowledge of subject matter
- Have a professional general appearance, to include grooming, hygiene, dress, and poise
- Have a good voice quality and speech; pay particular attention to grammar and word choice
- Have a positive attitude toward teaching and the profession
- Engage in effective communication with students

- Consistently monitor students by using active supervision strategies
- Show initiative and dependability
- Follow the same time schedule for reporting and departing the school as the regular teacher
- Work cooperatively with the administration and teachers in the assigned school
- Consult, as appropriate, with the building principal before initiating any teaching or other procedure not specified by the regular classroom teacher
- Provide written notes on the day's activities at the conclusion of each teaching day
- Follow all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates
- Perform other related tasks as assigned by the principal

QUALIFICATIONS:
Hold or be eligible for teaching certificate licensing the individual to teach in the specializations and grade levels, pursuant to WV Code §18A-3-2, or possess a valid Long-Term or Short-Term Substitute Teaching Permit as needed for the substitute assignment; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate, and pre-employment screenings

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi- media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.