



Permanent Substitute

Purpose Statement

The job of a Permanent Substitute Teacher is to assist students in learning the appropriate subject matter and skills as designated by the lesson plans of the teacher.

This Job reports to Building Administrator.

Essential Functions

- Permanent substitute teacher should be versatile and have the ability to work with all grade levels. May be required to move to a different school building, if the need arises.
- Reports to the school office upon arrival and performs all check-in procedures as required.
- Reviews with the building administrator, department head, team leader, or grade level teachers, etc. all plans and schedules to be followed during the teaching day.
- Maintains as fully as possible the established routines and procedures of the school and classroom to which they are assigned.
- Communicates with the classroom teachers, admin team, etc. to ensure seamless transitions.
- Teaches the lesson as prepared by the absent teacher.
- Consults with a building administrator, department head, team leader, grade level teachers, etc. before initiating any teaching or other procedure not specified.
- Assumes responsibility for overseeing student behavior in class and all other areas of the building and grounds as necessary.
- Uses a time clock system for clocking in and out each day they are scheduled to work. Clocking must reflect true time worked.
- Reports in writing on the day's activities at the conclusion of the teaching day.
- Follows all district and school policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
- Performs all duties assigned to the absent teacher unless excused by a building administrator.
- Possesses the mental and physical attributes required to perform all essential functions.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Adheres to all district rules, regulations and policies.
- Ability to implement the vision, mission and values of the district.
- Maintains strict confidentiality in regards to student needs, progress and work.

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 routinely 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; work with 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 a variety of data; and utilize 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.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. This job is performed in a generally clean and healthy environment.

Experience: Prior experience working with school aged children is helpful.
Desire to continue career improvement by enhancing skills and job performance.

Education: A minimum of 36 college credit hours from a regionally accredited college or university is required or Frontline education training - 20 hours.

Required Testing

None

Certificates and Licenses

DESE issued certificate

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Support Staff Salary Schedule - Range 16

Revised Date