

Job Description: **SUBSTITUTE TEACHER**

Reports to: Principal

PERSONAL PERFORMANCE CRITERIA

The following characteristics and physical skills are important for the successful performance of assigned duties:

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

QUALIFICATIONS

- Holder of a valid Iowa Teaching Certificate or Substitute Authorization.
- Completion of assigned training and required paperwork.
- Successful completion of background check.

PROFESSIONAL PERFORMANCE CRITERIA

Carries out the absent teacher's prepared lesson plans. Note: During a prolonged absence as defined by board policy, the substitute is responsible for performing all essential functions identified in the absent teacher's job description.

Note: Duties may require traveling to various buildings throughout the district as scheduled. Substitutes are required to stay for the entire workday as assigned.

Performs regular teacher's class plan while the teacher is absent, including but not limited to the following:

- Reports to the principal or school secretary upon arrival at the school, and check out at end of assignment.
- Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned.
- Assumes the responsibilities for instructing classes when a teacher is absent.
- Assumes other responsibilities for that teacher during the time the teacher is absent.
- Assumes responsibility for overseeing pupil behavior in class and during lunch and other activities.
- Consults, as appropriate, with the principal or department or grade level head, before initiating any teaching or other procedures not specified in the lesson plans.
- Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent.
- Provides for individualized and small group assistance for students as indicated by lesson plans.
- Follows all district and individual school policies, rules and procedures to which regular teachers are subject and which good teaching dictates.
- Any other duties as assigned.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds may be required. Other physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days. Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute.

Rarely 1-10% Frequently 1/3 – 2/3
Occasionally Under 1/3 Continuously Over 2/3 of work day

<u>Physical Activities</u>	<u>Rarely</u>	<u>Under 1/3</u>	<u>1/3 – 2/3</u>	<u>Over 2/3</u>
Sitting		X		
Standing/Walking			X	
Waist Bending		X	X	
Neck Bending		X	X	
Squatting		X		
Climbing	X			
Kneeling		X	X	
Crawling	X			
Neck Twisting		X	X	
Waist Twisting		X		
Pushing/Pulling		X	X Up to 100-125 lbs	
Reaching above shoulder		X		
Reaching below shoulder			X	
Lifting/Carrying 0-10 lbs.			X Carried 50-100' at a time	
Lifting/Carrying 11-25 lbs.		X Carried up to 100' at a time		
Lifting/Carrying 26-50 lbs.		X Carried 10-100' at a time		
Lifting/Carrying 51-75 lbs.		X With assistance – moved several feet at a time for toileting and transfers		
Lifting/Carrying 76-125 lbs.	X	With assistance – moved several feet at a time for toileting and transfers		
Repetitive hand use		X		
Simple hand grasping			X	
Power hand grasping		X		
Fine hand manipulation	X			
Hand and arm twisting/turn		X	X	
Computer operations/writing		X		