



Job Title: **Substitute Teacher**

Department: **Human Resources**

Supervisor: **Human Resources Administrator Elementary**

Lane Placement: **\$100 to \$120 per day**

Schedule: **Varies / 180 days**

FLSA Classification: **Non-Exempt**

JOB DESCRIPTION

The substitute teacher is responsible for creating a positive learning environment where students develop the skills to become critical thinkers, problem solvers, lifelong learners and productive citizens. Substitute teachers maintain a safe environment; establish rapport with students, parents and colleagues; motivate pupils to develop attitudes and knowledge that will help them reach their potential and be prepared for higher levels of education. Teachers differentiate curriculum and use effective research-based methods of instruction.

ESSENTIAL FUNCTIONS

- Teach the curriculum as outline in the substitute plan written by the teacher or as directed by the administration of the school.
- Meet regular, punctual and predictable attendance requirements including arriving to the assignment at least 15 minutes before school starts and remaining at the school until released by the administration.
- Utilize provided lesson plans and instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of the child.
- Translate lesson plans into learning experiences to best utilize the available time for instruction.
- Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Identify pupil needs and cooperate with other professional staff members in helping pupils solve health, academic, social and psychological challenges.
- Utilize computers and other technological classroom support equipment in student instruction.
- Provide and maintain a safe and supportive environment in the classroom and on the school campus.
- Be a positive role model.
- Administer appropriate pupil attendance policies and procedures.
- Model professional and ethical standards when dealing with students, parents, peers, and community.
- Is responsible for understanding and adhering to laws, district policies, and procedures.
- Requires strong oral and written communication skills with students, parents, and staff.
- Requires strong computer and educational technological skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to implement effective teaching strategies.
- Requires the ability to establish and maintain a positive learning environment.
- Requires the ability to calmly handle classroom management issues.
- Requires the ability to establish and maintain effective working relationships with pupils, parents, school staff, district staff, and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently with little direct supervision.

- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a minimum of 48 college semester hours or a Bachelor's Degree from an accredited college or university.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- While performing the duties of this job, the teacher is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The teacher is occasionally required to use hands to handle or feel and must occasionally climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Substitute Teachers working in P.E., CTE, Theatre and/or Art may be required to frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/10/2020