

Job Title:	<b>SUBSTITUTE TEACHER</b>	Reports to:	<b>Principal</b>
FLSA status:	<b>Non- Exempt</b>	Supervisor duties:	<b>none</b>
Classification:	<b>Certified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	Substitute Teachers perform the instructional and classroom management processes for teachers who are absent for a day or longer periods of time. Their duties include taking attendance, explaining homework, and maintaining classroom cleanliness. Candidates need to be flexible in their availability		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Maintain as fully as possible the established routines and procedures of the school and classroom to which assigned.
- Teach the lessons outlined and described as prepared by the absent teacher.
- Assume responsibility for overseeing pupil behavior in class.
- Report for assignment in timely manner.
- Perform other duties as directed by the building principal during teacher prep time.
- Follow all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students
- Ability to provide a supportive and caring environment for students.
- Communication skills and traits that promote a child friendly atmosphere and be able to maintain confidentiality.
- Knowledge of proper English usage, punctuation, spelling and grammar.
- Ability to supervise students in small or large groups.
- Familiarity with school philosophy, program and policies

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- BA or AA or equivalent
- A regular teaching certificate, substitute or emergency substitute certificate issued by the Arizona Department of Education

**Computer Proficiency:** MS Office Suite, Google Suite

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

**WORK ENVIRONMENT:**

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*