

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Substitute Teacher

Department / Location: Human Resources

FLSA Classification: Non-Exempt

Supervisors Title: Administrator of Human Resources

Contract: At-WillADA Review: Janelle MastenDate: 5-11-16Human Resource Approval: [Signature]Date: 11 MAY 2016Superintendent Approval: [Signature]Date: 5/13/16Original date: 06/11Revised: 05/16

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GENERAL FUNCTION

The **substitute teacher** is an essential part of the total educational program in Jordan School District. The substitute is assigned to be a temporary replacement for the assigned classroom teacher or instructional assistant. The substitute is responsible for the continued education of the students assigned to them within the classroom. Substitutes are responsible to follow established lesson plans and classroom management procedures created by the assigned teacher and maintain a positive learning environment. The substitute teacher is also responsible to maintain a safe and productive environment for all students.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Follow the school policies and procedures such as: attendance, discipline, support systems, class schedules, lesson plans and emergency procedures.
- Follow lesson plan(s) as provided by the teacher.
- Administer appropriate student attendance policies and procedures.
- Communicate with the classroom teacher regarding work completed, altered lesson plans or activities and concerns.
- Maintain classroom management procedures and supervise students at all times. Contact the school administration for assistance with classroom management concerns.
- Utilize computers and other technological classroom support equipment for student instruction when required.
- Provide and maintain a safe, supportive and positive environment in the classroom and on the school campus.
- Maintain student confidentiality at all times.
- Monitor and use internet-based programs (Aesop sub system) and district e-mail regularly.
- Be a positive role model by modeling professional and ethical standards when dealing with students, parents, peers and community.
- Long-term substitutes may perform one or more of the following specific duties as assigned (e.g. develop lesson plans and instructional materials that meet the needs of all students; assess learning/assignments and input student scores in Skyward; communicate with parents through conferences, telephone calls, emails to discuss student progress; identify student needs and notify administration in helping students; participate in faculty meetings or PLC's if requested by school principal; etc.).
- Be available for substitute opportunities at all levels, sometimes on short notice.
- Travel to assigned location in a timely manner. This position requires punctual attendance for accepted jobs.

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 incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

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 machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a 60 semester hours or 90 quarter hours from an accredited college or university.
- Requires the ability to follow established lesson plans.
- Must be at least 21 years old.
- 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 students, 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.
- Requires the ability to use internet-based programs and e-mail.

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.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the substitute 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 substitute 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. Additional physical requirements are required based on the job description of the position the substitute covers for.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, 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.