

Job Title: Substitute Teacher
Department: Assigned Department
Reports To: Assigned Principal
FLSA Status: Non-Exempt
Salary Schedule: ST



SUMMARY

Under the direction of the teacher and principal, the Substitute Teacher is responsible for carrying out the lesson plans of the teacher for the classroom which they are assigned and meeting the duties of teaching as outlined in District policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Follows District policies and procedures.

Implements existing lesson plans left by the teacher of the classroom they are assigned.

Meets and instructs assigned class/class' in the locations and at the times designated.

Establishes and maintains order in the classroom.

Maintains a classroom environment conducive to effective learning.

Takes all necessary and reasonable precautions to protect students, materials, equipment, and facilities.

Assists in upholding and enforcing school rules, administrative regulations, and school district policies.

Reports to the principal or designee at the beginning and end of the school day.

Reports classroom information to the teacher at the end of assignment, written or orally.

For long-term assignments, may be required to develop lesson plans; create, administer, and grade tests/assignments; participate in parent-teacher conferences; and attend school related functions. Activities may occur outside of normal school hours.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret technical journals and legal documents. Ability to respond to common inquiries or complaints from parents, community, and staff members. Ability to effectively present information parents, community, and students.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to deal with nonverbal symbolism in its most difficult phases.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or 48 college credit hours from a college or technical school; or passing results (460) on the ETS Para Professional Assessment.

In accordance with Utah Code R277-508-4, priority will be given to those who have valid Utah teaching licenses. If the license has been revoked, the applicant will not be approved to substitute teach. CACTUS will be reviewed to determine current license status.

CERTIFICATES, LICENSES, REGISTRATIONS

Additionally, in accordance with Utah Code R277-508-3A, individuals serving in the same teaching assignment for longer than eight weeks shall hold an appropriate teaching license issued by the Utah State Office of Education.

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 this 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 regularly required to stand, walk, sit, use hands to handle or feel, talk or hear, and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance, and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: Human Resources Department		Date: 02/22/2006	
Approved By: Executive Director, Human Resources		Date: 02/28/2006	
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 11/09/2016
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	