

**CLASS TITLE: SUBSTITUTE TEACHER**

**BASIC FUNCTION:**

Under the direction of the school site principal, plans work assignments, provides instruction, supervision and training of individuals or groups of students in a school setting. Job activities include instruction of students in a variety of education environments including classrooms, learning centers, and other facilities.

**ESSENTIAL DUTIES:**

Maintain professional, respectful, and caring demeanor at all times.

Report to the main office prior to student arrival time to allow time to sign in, review lesson plans and prepare lesson materials as needed.

Familiarize yourself with the building, posted notices or announcements, and other teachers who are available to you throughout the day.

Familiarize yourself with emergency plans, student behavior plans, and student medical plans.

Maintain as fully as possible the established routines and procedures (including classroom management techniques for the school and assigned classroom.

Teach the lessons outlined in the Substitute teacher plans as prepared by the absent teacher.

Assume responsibility for overseeing student behavior in the classroom and surrounding areas during supervisory times.

Consults with principal and staff to resolve questions and concerns.

Take attendance in accordance with school procedures.

Insure that the students are never left unattended in the classroom.

Provide direction to students in emergency situations.

Perform duties usually required of absent teacher such as recess, before and/or after school duty, bus duty, etc.

Follow directions given by absent teacher to conclude your day (process work, grade papers, tidy room, etc.).

Provide a written summary for feedback to the teacher. Include comments on behavior of students, lessons completed, parent questions

At the end of the substitute teacher's assigned work day, ensure the classroom is in order, student work and instructional materials are organized and all students have been picked up or taken to

office.

Check out at the main office at the end of your day. Return badge and key and any other items as required.

For long-term assignments, prepare lesson plans , assess student work, and assign grades in consultation with assigned teacher, principal and/or grade level or department team.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Classroom management techniques.

**ABILITY TO:**

Demonstrate professionalism and contribute 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.

**EDUCATION AND EXPERIENCE:**

Valid California Teaching Credential or Emergency 30-Day Substitute Teaching Permit

Official CBEST Verification or an equivalent

Criminal background check clearance

Evidence of freedom from active tuberculosis from a medical doctor

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Active school and classroom environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally to reach materials.

Ability to lift 25 pounds.

**TERMS OF**

**EMPLOYMENT:**

Substitute teachers are considered “at will” employees and can be released from employment at any time. Availability of assignments varies from day to day. There is no guarantee of daily work.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the policy provisions adopted by the Sunnyvale School District.

