

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: SUBSTITUTE TEACHER **File 311**

Reports to: Principal

Job Objectives: Carries out the absent teacher's prepared lesson plans. *Note:* During a prolonged absence as defined by board policy, the substitute is responsible for performing all essential functions identified in the absent teacher's job description.

Note: Duties require traveling to various buildings throughout the district as scheduled. Substitutes are required to stay for the entire workday.

Minimum · Complies with all state requirements for a temporary teaching license. Valid Ohio

Qualifications: teacher's license or certificate is preferred.
· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
· Documentation of a clear criminal record.
· Complies with drug-free workplace rules and board policies.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Follows the teacher's written lesson plans. Consults with the principal and/or staff to resolve questions and/or concerns.
- Complies with all building procedures and schedules. Promotes the proper use and care of school property.
- Teaches scheduled classes. Prepares a written summary of work completed. Makes the absent teacher aware of special situations or problems encountered.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs and services.
- Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code.
- Develops and maintains a positive learning environment. Stimulates student interest. Helps parents and students understand academic and behavioral objectives.
- Varies instructional techniques to address individual learning styles.
- Provides guidance, communicates high expectations, and shows an active interest in student progress. Facilitates critical-thinking, problem-solving, and creativity skills.
- Works cooperatively with other teachers.
- Incorporates the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.

- Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.).
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in intervention assistance team (IAT) and Alternative Learning center (ALC) entrance meetings. Works with team members to reach a consensus on a plan for students requiring assistance.
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate peer group activities.
- Supervises non-classroom duties when assigned.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes 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.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require operating power-driven equipment.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Job performance is evaluated according to the policy provisions adopted by the

Evaluation:

Amherst Exempted Village School District Board of Education and the Master Agreement.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.