

WICKENBURG UNIFIED SCHOOL DISTRICT

JOB TITLE: SUBSTITUTE TEACHER

LOCATOR: 1.6

<b>Position Type: Exempt</b>	<b>Department: Professional Staff</b>
<b>Salary Schedule: Substitute</b>	<b>Reports to: School Principal</b>
<b>Salary Range: \$90/full day, \$45/half day &amp; \$65 Friday</b>	<b>Location: HES/FF/VP/WHS/WDLP</b>
<b>Term of Employment: At-Will</b>	<b>Date: June 16, 2011</b>
<b>Shift: Day</b>	<b>Approved by: Human Resources</b>

*We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.*

**POSITION SUMMARY:**

The substitute teacher is responsible for allowing each student to pursue his or her education as smoothly and completely as possible in the absence of the regular classroom teacher.

*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.*

**ESSENTIAL FUNCTIONS:**

- Implements lesson plans as outlined by absent teacher;
- Teaches district approved curriculum using District approved resources;
- Maintains to the extent possible the established rules of the classroom;
- Keeps accurate records of attendance;
- Provides individualized and small group instruction to adapt the curriculum to the needs of the student;
- Creates an environment for learning through functional and attractive displays, interest centers and exhibits of student work;
- Performs all extra duties of the absent teacher as identified by the school principal;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Complies with all rules, regulations and policies of the Governing Board.

**MARGINAL DUTIES:**

- Other job related duties as assigned by supervisor;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**SUPERVISORY RESPONSIBILITIES:**

- Supervises students as assigned.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:**

- Must have an adequate working knowledge and use of technology;
- Must be self-motivated, and able to work collaboratively;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Conscientiously fulfills responsibilities and completes assigned tasks and projects in a competent and timely fashion;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Communicates effectively and develops positive working relationships with school staff and principals;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District's attendance standards as described in established guidelines.

*Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream*

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## CERTIFICATES, LICENSES AND REGISTRATION:

- Must maintain a current and valid State of Arizona Department of Education Teaching Certificate: Substitute Certificate; rarely, Emergency Substitute certification will be accepted;
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must maintain a current Fingerprint Clearance Card.

## COMMUNICATION SKILLS:

- Ability to communicate effectively; legible handwriting.

## MATHEMATICAL SKILLS:

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

## REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

## PHYSICAL DEMANDS:

- Limited physical demands;
- Regularly required to sit, stand and reach with hands and arms.

## ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate;
- 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.

**EVALUATION:** Evaluation by classroom teacher and/or School Principal.

**COMMENTS:** Long term substitutes are those who substitute for 20 consecutive days for the same teacher. Long term substitutes will be paid a daily rate of \$169 a day. Long term substitutes will follow the job description of the certified classroom teacher.

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. This is a temporary management guide tool, subject to change.*

Reviewed / agreed to by \_\_\_\_\_

Date \_\_\_\_\_

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