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| **Position Title:** | Substitute - Teacher |
|  | Exempt ◯ Non-Exempt ⦿ |
| **Job Class Code:** | 2099 |
| **School/Department:** | As assigned |
| **Reports to:** | Principal |
| **Approved by:** | RIS Board of Education, mm/dd/yy |

**Summary**

Provide continuation of instruction and management of students in absence of the regular teacher in a variety of content areas and grade levels.

**Essential Duties & Responsibilities**

* Provide effective continuation of instruction based on lesson plans and/or instructions provided by the regular teacher.
* Effectively communicate assignments and instructions to students and provide assistance to students.
* Follow all safety and emergency procedures established by the district and/or school.
* Take attendance.
* Supervision of students using proper classroom management techniques.
* Provide detailed notes and feedback to the regular teacher.
* Use sound judgement and reasoning to adapt as necessary in the absence of the regular teacher and seek guidance from an administrator when appropriate.
* Complete grading of assignments when appropriate or as requested by the regular teacher.
* Maintain the cleanliness of the classroom.
* Protect confidential information of students and fellow staff members.
* Assure compliance with federal, state and district policy, administrative procedures, and all other procedures/policies applicable to assignment.
* Prioritize, plan, and organize work to meet schedules and timelines.
* Communicate effectively both orally and in writing with tact and patience.
* Follow proper reporting procedures for all matters including but not limited to behavioral issues, bullying, suspected child abuse or neglect, etc.
* Performs other duties as assigned.

**Required Knowledge & Abilities**

***Knowledge of:***

* Curriculum, instruction, and assessment.
* Record-keeping techniques.
* Operation of a computer terminal and data entry techniques.
* Oral and written communication skills.
* Research methods and report writing techniques.
* Laws, rules, and regulations related to assigned activities.
* Policies and objectives of assigned program and activities.
* Interpersonal skills using tact, patience, and courtesy.
* Technical aspects of the field of specialty.

***Ability to:***

* Perform the responsibilities as previously outlined.
* Understand and follow oral and written directions.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Maintain records and prepare reports.
* Operate a computer terminal.
* Prioritize and schedule work.
* Learn, apply and explain policies, procedures, rules, and regulations.
* Maintain current knowledge of program rules, regulations, requirements and restrictions.
* Determine appropriate action within clearly defined guidelines.
* Work independently with little direction.
* Meet schedules and timelines.

**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.

* Work is performed while standing, sitting and/or walking.
* Requires the ability to communicate effectively using speech, close/distance vision, and hearing.
* Requires the use of hands for simple grasping and fine manipulations.
* Requires bending, squatting, crawling, climbing, and reaching.
* Requires the ability to lift, carry, and push or pull weights up to 50 pounds.
* Requires a high level of physical endurance to meet the demands of extended workdays (coverage of building activities and extra-curricular activities, etc.).
* Requires the ability to handle and balance multiple demands at the same time.

**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.

* The noise level in this environment is quiet to loud depending upon the activity in the particular part of the workday.

**Education and/or Experiences**

* Completion of 64 college credit hours and be eligible for or hold an Emergency Certificate to substitute teach.