

Permanent Substitute Teacher*Certified Position – 3099*

<u>Salary</u> Per Salary Schedule	<u>Days</u> 185	<u>Reports to:</u> Principal
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SCOPE OF RESPONSIBILITIES

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

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Provide effective continuation of instruction based on lesson plans and/or instructions provided by the regular teacher
2. Effectively communicate assignments and instructions to students and provide assistance to students
3. Maintain the established routines and procedures of the school and classroom to which assigned
4. Supervise students utilizing proper classroom management techniques
5. Provide detailed notes and feedback to the regular classroom teacher
6. Utilize sound judgment and reasoning skills to adapt in the absence of the regular teacher, seeking guidance from administrators as necessary and appropriate
7. Complete grading of assignments when appropriate and requested by the regular classroom teacher
8. Follow proper reporting procedures for all matters including behavior, bullying, suspected abuse/neglect, etc.
9. Comply with all federal, state, district, and individual school policies, rules, and procedures to which regular teachers are subject and which good teaching dictates
10. Protect confidential information of students and staff members
11. Utilize Positive Behavior Interventions and Supports (PBIS) as outlined at the school/district
12. Maintain regular and predictable attendance
13. Adhere to the professional code of ethics
14. Successfully utilize technology as appropriate in job function
15. Perform any other such duties as assigned

ABILITY TO:

- Prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence required by the job
- Speak to individuals or groups of people with poise, voice control and confidence
- Respond adequately to inquiries or complaints
- Write using standard convention in all languages required by the job
- Communicate effectively and efficiently, both orally and in writing
- Deal with people beyond giving and receiving instructions
- Perform and adapt when confronted with emergency situations
- Be sensitive to cultural differences among individuals and groups of persons

KNOWLEDGE OF:

- Basic computer skills, email, and websites, including Google Suite
- Classroom management techniques
- Documentation and record keeping
- Communication skills
- Policies and objectives of assigned program and activities

MINIMUM QUALIFICATIONS

1. High school diploma, GED, and a minimum of 60 college credit hours
2. Eligible to hold an Emergency KY Substitute Teaching Certificate