

**Substitute Teacher
Job Description**

Burrton, USD 369

Purpose: The Substitute Teacher creates a positive learning environment to facilitate the personal, social, and intellectual development of students in the absence of the regular instructor. In order to respond to the individual needs and abilities of students, the Substitute Teacher must work closely with other staff and administration of the District.

Responsible to: Principal

Payment rate: According to current Board policy

Qualifications:

1. Bachelor's Degree from an accredited college/university or required hours needed to obtain substitute license according to current KSDE guidelines.
2. Current Kansas State Teaching Certificate, substitute teaching license, or emergency substitute teaching license on file in the Central Office
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

Essential Functions:

1. Effectively implement the adopted curriculum.
2. Facilitate the personal, social, and intellectual development of students.
3. Establish a positive learning environment and respond to the individual educational needs of students.
4. Ensure all activities conform to District guidelines.
5. Communicate and work effectively and cooperatively with members of the school district and community.
6. React to change productively and handle other tasks as assigned.
7. Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned.
8. Teaches the lesson outlined and described in the lesson plans as prepared by the absent teacher.
9. Consults as appropriate with the building principal or other lead teacher in the building before initiating any teaching or other procedures not specified in the lesson plans.

10. Assumes responsibility for overseeing pupil behavior in class and during lunch, recess periods, or assigned periods.
11. Work to implement the vision and mission of the District and building.
12. Work with a variety of technology/computer systems.
13. Model commitment and dedication to work.
14. Uses voice and grammar correctly and effectively.

Physical Requirements/Environment Conditions:

1. Requires prolonged sitting or standing.
2. Regularly required to move around a classroom using hands, fingers, speaking, and hearing.
3. Must have physical stamina to maintain job responsibilities.
4. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
6. Must regularly lift or move up to 10 pounds, occasionally lift and/or move up to 25 pounds, and with assistance lift and/or move 50 pounds.
7. Occasional to frequent stooping, bending, kneeling, turning, and reaching.
8. Must maintain appropriate levels of personal hygiene and sanitation.
9. Must work indoors and outdoors year-round.
10. Must be able work in noisy and crowded environments.

General Responsibilities:

1. Implement effective lessons in the absence of the regular instructor.
2. Motivate students through effective communication and evaluative feedback.
3. Demonstrate awareness of the needs of students and provide for individual differences.

4. Set high expectations for student achievement and behavior.
5. Demonstrate effective interpersonal relationships with others.
6. Establish and maintain a positive climate for learning through appropriate classroom management.
7. See that district policies are observed during all activities.
8. Leave a note for the returning teacher either with their plans or through the substitute computer system.
9. Keep student information and records confidential.
10. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
11. Other duties as assigned by Principal or Superintendent.

Terms of Employment: Academic year on an on-call basis.

Evaluation: Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.