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Dallas Independent School District

Job Search: SEARCH

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Openings as of 6/20/2017

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Options

Substitute (Multiple Positions) 2016-2017 School Year

JobID: 19480

Position Type:
Substitutes/Substitute

36

Date Posted:
8/11/2016

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Location:
Districtwide

Closing Date:
05/01/2017

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- [2017-2018 Accelerating Campus Excellence \(ACE\) Teacher](#)
- [2017-2018 Choice School Teacher](#)
- [2017-2018 Early Childhood Education Teacher](#)
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- [2017-2018 Personalized Learning Teacher](#)

Vacancies

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SUBSTITUTE TEACHER

The 2017-2018 substitute job posting will open July 13, 2017

Purpose:

To replace the regularly appointed teacher in his/her absence. To provide as closely as possible the same successful instructional and learning environment that would exist if the regularly appointed teacher were in attendance. The substitute teacher is responsible for carrying out the lesson plan of the regularly appointed teacher for who he/she is substituting.

Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required of this job:

- Valid Teaching Certificate, preferred
- Valid copy of an out-of-state certifications must be upload to the Application Portal
- Bachelor's Degree, preferred**
- 60+ Credit College Hours, required
- Ability to instruct students and manage their behavior.
- Strong organizational, communication, and interpersonal skills.
- Punctuality and dependability
- Flexibility in the job assignment
- Provide Federal I-9 documentation, upon hire
- Successful score on the Substitute Exercise Scenario

Major Responsibilities:

Orientation/Professional Requirements:

- Substitute employees are required to be consistently available to cover teacher absences at various campuses; a minimum of five (5) days per month within a school year to remain active in the substitute pool.
- Completion of the eight hour, Dallas ISD Substitute Teacher Orientation and Professional Development upon hire.
- Attend Dallas ISD Continuing Education Substitute Training hosted throughout the school year.
- Maintain prompt and regular attendance for each substitute assignment.
- Keep abreast and acknowledge all information located in District Policies, Substitute Handbook, Reasonable Assurance and Substitute Guidebook.
- Perform other related duties as assigned by program/building administrator(s) in accordance with school policies and practices.

Substitute Assignment Acceptance Requirements:

- Substitute employees are required to be consistently available to cover teacher absences at various campuses; a minimum of five (5) days per month within a school year to remain active in the substitute pool.

[Teacher Assistant \(58\)](#)[Technology \(9\)](#)[Tutor \(1\)](#)[Visual and Performing Arts 2017-](#)[2018 \(18\)](#)[All Jobs ►](#)[FMLA notice](#)

Substitute employees must be available to accept assignments immediately upon hire into the Dallas ISD Substitute Pool.

Instructional Strategies:

Present lesson plans and subject matter that fulfill requirements of the teacher of record's curriculum program and in a manner that students understand.

Teach the lesson as prepared by the teacher of record.

Consult as appropriate with the campus principal or designee, if no lesson plan is provided by the teacher of record.

Utilize the Dallas ISD instructional resources and TEKS Snapshots for (Reading and Math) provided during orientation session.

Classroom Management and Organization:

Establish and maintain efficient classroom management procedures and standards of student behavior.

Establish and maintain open lines of communication with students.

Create an environment conducive to learning and appropriate for the maturity level, interest, and needs of students.

Leave a summary of work completed at the end of each instructional day for the teacher of record.

Maintain established routines/schedules and procedures of the school and classroom to which the substitute is assigned.

Campus Safety:

Follow all safety standards and procedures (lockdown, shelter-in-place, evacuations, etc).

Dismiss all students from the classroom before leaving the substitute assignment.

Additional Responsibilities:

Ability to communicate (verbal and written), ability to actively monitor students to ensure they are on task.

Flexibility to change assignments, classrooms, and assist with other duties throughout the campus including: cafeteria duty, monitoring busses etc.

Ability to make rational and quick decisions.

Performs all other tasks and duties as assigned by campus principal or designee.

A complete application for consideration in the Dallas ISD Substitute Pool consist of:

All portions of the Dallas ISD Substitute application is complete and submitted via AppliTrack.

Professional resume.

Complete **official transcripts** reflecting degree earned or cumulative college hours uploaded to the employment application.

Unofficial transcripts or university diploma **will not** be considered and will delay the consideration process into the Substitute pool.

It's the sole responsibility of the applicant to ensure his or her application is complete in its entirety.

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 will be made if necessary:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must routinely lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

Work Environment:

The environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

The noise level in the work environment is usually moderate. Travel throughout the district is integral to this job.

Daily Rate:

Teacher Degreed-Certified **\$95.00**

Teacher Degreed-Non Certified **\$85.00**

Teacher Non-Degreed-Non Certified-≥60 College Hours/Associates **\$75.00**

***Substitute teachers will be compensated an additional \$5.00/Day for services on Mondays and \$10.00/Day for services on Fridays.**

SUBSTITUTE TEACHER ASSISTANT

The 2017-2018 substitute job posting will open July 13, 2017

Purpose:

The substitute teacher assistant is responsible assisting the regularly appointed teacher.