



TITLE: Substitute Teacher

POSITION INVENTORY: Temporary Employee

DEPARTMENT: Office of Talent and Personnel

REPORTS TO: Building Administrator

FLSA Status: Non Exempt

Substitute

BASIC FUNCTION: Implements Board Policy regarding education philosophy/curriculum under the direction of the administration through planning, organizing, managing, interacting with students; establish rapport with students, staff, parents, and community.

ESSENTIAL FUNCTIONS:

1. Plans instructional objectives and activities consistent with curriculum guides.
2. Directs and supervises learning activities.
3. Implements the disciplinary procedures of the District.
4. Supervises behavior in the school environment to maintain the safety and wellbeing of the students and staff.
5. Keeps accurate records of attendance, absences.
6. Utilizes a variety of analytical and evaluative techniques suitable to the curriculum content.
7. Communicates a positive support of the students in their educational development.
8. Recognizes the exemplary influence of the educator over the students.
9. Supervises playground, cafeteria, and halls on a scheduled basis.
10. Relates with staff, parents and community through positive professional cooperation.
11. Remains current with developments and contemporary interpretations of subject matter and teaching methodology consistent with the professional assignment.
12. Assumes responsibility periodically for conferences with parents.
13. Performs other duties within the scope of employment and certification as assigned by the appropriate administrator.
14. Issues grade reports on a periodic basis.

ADDITIONAL ESSENTIAL FUNCTIONS (for every DMPS position):

1. Attend work on a prompt and regular basis.
2. Maintain confidentiality.
3. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
4. Assist with other duties as may be assigned.

HIRING SPECIFICATIONS:

Required:

- 1. Valid Iowa Teaching License
- 2. Substitute Authorization Certificate

Desired:

- 1. Previous teaching experience
- 2. Human relations skills, ability to deal with a diversity of people
- 3. Ability to work under stress
- 4. Visual acuity in supervisory roles, auditory acuity in teaching functions.

PHYSICAL DEMAND:	FREQUENCY:
Standing	Frequent 33% - 66%
Walking	Frequent 33% - 66%
Sitting	Occasional 1% - 32%
Bending/Stooping	Occasional 1% - 32%
Reaching/Pushing/Pulling	Occasional 1%- 32%
Climbing/Stairs	Occasional 1% - 32%
Driving	Never 0%
Lifting (35 lbs.)	Occasional 1% - 32%
Carrying (25 feet)	Occasional 1% - 32%
Manual Dexterity Tasks	
Telephone	Occasional 1% - 32%
Computer	Occasional 1% - 32%
Other	Occasional 1% - 32%
Working Conditions	
Inside	Frequent 33% - 66%
Outside	Occasional 1% - 32%
Extremes of Temperature/Humidity	Occasional 1% - 32%

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation



*Personnel Manager

Date: 6/28/2022

*This job description is not approved without the signature of a Personnel Representative.