



**TITLE:** Substitute Teacher

**POSITION INVENTORY:** HDSB

**DEPARTMENT:** Teaching and Learning

**FLSA STATUS:** Nonexempt

**REPORTS TO:** Building Administration

**FT/PT:** 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.

**HIRING SPECIFICATIONS:**

Required:

1. Bachelor's degree; Iowa Teaching License

Desired:

1. Effectiveness in oral and written communication
2. Skills in leadership, organization, problem solving and conflict management
3. Human relations skills, ability to deal with a diversity of people
4. Ability to work under stress
5. Skills in assessment and evaluation
6. Visual acuity in supervisory roles, auditory acuity in teaching functions.

**PHYSICAL DEMANDS:**

		<b>NEVER 0%</b>	<b>OCCASIONAL 1-32%</b>	<b>FREQUENT 33-66%</b>	<b>CONSTANT 67%+</b>
A.	Standing			x	
B.	Walking			x	
C.	Sitting		x		
D.	Bending/Stooping		x		
E.	Reaching/Pushing/Pulling		x		
F.	Climbing/Stairs		x		
G.	Driving	x			
H.	Lifting (35 lbs)		x		
I.	Carrying ( 25 feet)		x		
J.	Manual Dexterity Tasks				
	Telephone		x		
	Computer		x		
	Other		x		
K.	Working Conditions				
	Inside			x	
	Outside		x		
	Extremes of Temperature/Humidity		x		

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.

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Department Supervisor Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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\*Human Resources Administrator Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

\*This job description is subject to approval by Human Resources Management.