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Fort Wayne Community Schools: Substitute Teacher

Job Description

This is a substitute position.

Standard assignments are 8 hours per day.

In general, schedules for assignments will be as follows:

Elementary School: 7:15 am - 3:15 pm

Middle School: 7:10 am - 3:10 pm

High School: 8:20 am - 4:20 pm

Schedules may vary from the times noted above for certain schools and for weather delays.

Substitute teachers with an Associate's degree are paid a flat rate of \$110.00 per day for a full day assignment.

Substitute teachers with a minimum of 60 credit hours towards a teaching degree in either elementary, secondary or special education are paid a flat rate of \$110.00 per day for a full day assignment.

Substitute teachers with a Bachelor's degree are paid a flat rate of \$115.00 per day for a full day assignment.

Substitute teachers working in long term assignments (more than 15 consecutive days) may earn a higher daily rate depending on licensing and level of education.

Substitute teachers are encouraged to work a minimum of 8 assignments per month during the school year. Substitute teachers are not limited in the number of assignments accepted each week.

The most successful substitute teachers are:

1. Flexible and adaptable to different classroom settings.
2. Passionate about student success.
3. Willing to support the staffing needs of the district and learn new skills.
4. Able to follow instructions and ask for support when needed.
5. Diligent in maintaining communication with the Substitute Office regarding assignments and availability.

JOB DESCRIPTION:

A substitute teacher assumes responsibility for a class when the regular teacher is unavailable. The goal of a substitute teacher is to maintain an environment that allows for continued classroom instruction during the absence of the teacher.

ESSENTIAL FUNCTIONS:

1. FWCS substitute teachers are committed to students and their learning.
 - a. Substitute Teacher acts on the belief that every student can learn and that all students can master challenging curriculum with appropriate differentiation and intervention.
 - b. Substitute Teacher recognizes individual differences in how students develop and learn and adjusts practices accordingly.
2. FWCS substitute teachers are responsible for establishing and managing student learning in a positive learning environment.
 - a. Substitute Teacher maintains a classroom climate that promotes openness, mutual respect, support, and inquiry.
 - b. Substitute Teacher maintains an organized classroom that maximizes engaged student learning time, behaviorally, emotionally, and cognitively.
 - c. Substitute Teacher maintains respectful, productive partnerships with families in support of student learning and well-being.
 - d. Substitute Teacher engages students in authentic tasks and offers them significant opportunities to develop knowledge.
3. FWCS substitute teachers exhibit a high degree of professionalism.
 - a. Substitute Teacher understands and supports the vision, mission, and goals of FWCS, and serves as an ambassador for FWCS.
 - b. Substitute Teacher views him/herself as a contributor in the educational community.
 - c. Substitute Teacher contributes to the smooth functioning of the school environment.

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Thursday, July 1, 2021 12:00 AM
 (Eastern Standard Time)

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c. Substitute teacher contributes to the smooth functioning of the school environment.

4. Perform related duties as assigned by the Administrator to meet the particular needs of the building/unit.

PHYSICAL REQUIREMENTS:

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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear. The employee is required to have dexterity of hands and fingers. The employee is required to sit or stand for extended periods of time. They may be occasionally required to bend at the waist, kneel or crouch. Specific vision abilities required by this job include close vision, and ability to adjust focus. While performing the duties of this job the incumbent is seated or walking at will and has limited physical labor.

QUALIFICATIONS:

Must have a minimum of an Associate's degree from a properly accredited institution of higher education. We will also consider applicants in the education field with a minimum of 60 credit hours completed towards a teaching degree in either elementary, secondary or special education.

Preference given to applicants who hold a valid Indiana Teaching License.

You must also be able to apply for and receive an FWCS substitute permit issued from the Indiana Department of Education.

Primary Location	Fort Wayne Community Schools
Salary Range	\$110.00 - \$115.00 / Per Day
Shift Type	Certified Substitute Daily

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