

Jordan School District
EDUCATION SUPPORT PROFESSIONALS JOB DESCRIPTION

Job Title: Substitute Teacher (Non-Benefited – 010) (Benefited – 011)

Department: Human Resources

FLSA Classification: Non-Exempt

Supervisor's Title: Administrator of Human Resources

Contract: At-Will / 180 days

Original date: 06/11 Revised: 05/16 Revised: 10/21 Revised: 06/23

GENERAL FUNCTION

The **substitute teacher** is an essential part of the total educational program in Jordan School District. The substitute is assigned to be a temporary replacement for the assigned classroom teacher or instructional assistant. The substitute is responsible for the continued education and safety of the students assigned to them within the classroom. Substitutes are responsible for following established lesson plans, classroom management procedures created by the assigned teacher and maintaining a safe and positive learning environment.

All substitutes are considered "at will". That is, either the substitute or Jordan School District may end the employment relationship at any time, for any reason, or for no reason. The substitute may be blocked from individual schools or classrooms at the principal's request. There is no expectation of being called or utilized as a substitute. The fact that a substitute has been retained on one occasion does not guarantee any expectation of further retention.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

All Substitutes:

- Follow the school policies and procedures such as: attendance, discipline, support systems, class schedules, lesson plans and emergency procedures.
- Follow lesson plan(s) as provided by the teacher.
- Administer appropriate student attendance policies and procedures.
- Maintain student confidentiality at all times.
- Substitutes are required to work at least four days in a calendar month between September 1 and June 1 of each school year. Substitutes who do not work as required will be removed from the sub pool and must reapply. Special circumstances, such as one school preference, significant life events or other extenuating circumstance will be evaluated on a case by case basis.
- Communicate with the classroom teacher regarding work completed, altered lesson plans or activities and concerns.
- Follow and maintain classroom management procedures and supervise students at all times. Contact the school administration for assistance with classroom management concerns.
- Utilize computers and other technological classroom support equipment for student instruction when required. Monitor and use internet-based programs (Frontline sub system) and District e-mail regularly.
- Provide and maintain a safe, supportive and positive environment in the classroom and on the school campus.
- Be a positive role model by modeling professional and ethical standards when dealing with students, parents, peers and community.
- Be available for substitute opportunities at all levels, sometimes on short notice.
- Secondary substitutes may be required to teach during a prep period if requested.
- Travel to assigned location in a timely manner using own transportation. This position requires punctual attendance for accepted jobs at assigned location.

Benefit Eligible Substitutes:

- The benefit eligible substitutes are considered "Temporary" positions and will be eliminated at the end of each school year. Temporary employees serve at will and have no expectation of

continued employment. When this temporary assignment ends at the end of each school year, the contract substitute will not be eligible for any of the Reduction in Force policy protections.

Virtual Substitutes:

- Provide instruction to students in both a virtual and in a school setting. Virtual substitutes will provide instruction from the assigned school location.
- Implement effective practices associated with digital, blended, and virtual online learning.
- Communicate effectively with parents and students using emails, phone calls and video conferencing.
- Support school initiatives as directed by the administration.
- Requires completion of the “Virtual Modules Training” prior to virtual subbing.

Long-term substitutes:

- May perform one or more of the following specific duties as assigned (e.g. develop lesson plans and instructional materials that meet the needs of all students; assess learning/assignments and input student scores in Skyward; communicate with parents through conferences, telephone calls, emails to discuss student progress; identify student needs and notify administration in helping students; participate in faculty meetings or PLC's if requested by school administrator; etc.).

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires the ability to follow established lesson plans. Must be at least 21 years old. Substitutes at the three special schools must be at least 18 years old.
- Requires completion of the substitute training program before subbing. Virtual substitutes will also be required to complete the “Virtual Modules Training”.
- Requires effective oral and written communication skills with students, parents, and staff.
- Requires effective computer and educational technological skills.
- Requires effective problem solving, organizational, multi-tasking, and time management
- Requires the ability to implement effective teaching strategies.
- Requires the ability to establish and maintain a positive learning environment.
- Requires the ability to calmly handle classroom management issues.
- Requires the ability to establish and maintain effective working relationships with students, parents, school staff, district staff, and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently with little direct supervision.
- Requires the ability to use internet-based programs and e-mail.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- Regularly required to speak and/or hear. Frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. Occasionally required to use hands to handle or feel and may be required to climb or balance.
- Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Teachers in Sp. Ed., P.E., CTE, Theatre and/or Art may be required to occasionally lift and/or move up to 50 pounds.
- Visual abilities to see and supervise students.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*