



SOUTHERN LEHIGH SCHOOL DISTRICT

JOB DESCRIPTION: SUBSTITUTE TEACHER

PURPOSE/OBJECTIVE:

Instructs and leads student learning in the absence of a regular teacher and in accordance with the goals, directives and curriculum of Southern Lehigh School District's Schools and the state of Pennsylvania.

ESSENTIAL FUNCTIONS AND DUTIES

The minimum performance expectations include, but are not limited to, the following essential functions:

- Maintains the confidentiality of student and school personnel information in accordance with District policy and law.
- Maintains a professional appearance as an example to students.
- Maintains a positive learning environment and ensures classroom procedures that fosters a safe and respectful climate for all students and staff.
- Ensures that learning is appropriate to the maturity and interests of students.
- Ensures the adequate supervision to assure the health, welfare, and safety of all students.
- Takes all necessary and reasonable precautions to protect students and secure District facilities.
- Follows, participates and leads students in all safety and evacuation drills and events.
- Reports to main office upon arrival at school and secures substitute identification, credentials and keys; checks mailbox of absent teacher in an effort to know of any issues of immediate import or attention; requests clarification of school rules and procedures from the front office personnel, if necessary.
- Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible.
- Consults with persons in appropriate position including peer teachers to seek information or clarification regarding attendance procedures, lesson objectives, daily schedule, materials and equipment location, usage and daily duties.
- Implements lesson plans, while ensuring the integrity of academic time and in a manner, which motivates students to learn and participate and organizes and groups students for effective instruction.
- Attends to all non-teaching duties as assigned (i.e. lunch duty, recess duty, study hall duty, etc.).
- Ensure a sustainable relationship with parents, pupils, school personnel and members of the public by communicating in a confidential, polite and refined manner
- Collects and places students' work, assignments in storage according to regular teacher's directions.
- Follows all dismissal procedures, ensures that all instructional materials and classroom equipment are in orderly condition, and prepares a daily substitute report concerning progress and issues of note for the regular classroom teacher before leaving the building.
- Returns substitute identification, credentials and keys to the main office.
- Performs other assigned and related duties as assigned by building administrator(s) in accordance with school/district or state policies and practices.

EDUCATION:

- Bachelor's Degree and proper and valid state teaching credentials (certifications) or emergency permit credentials.

EXPERIENCE:

- Experience in teaching or completion of appropriate substitute teacher training program.
- Candidate must attend all District required orientation/training sessions.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students. Ability to maintain effective classroom management strategies.

BACKGROUND CHECKS / CERTIFICATIONS

- Must possess and present acceptable PA State Police Check, PA Child Abuse Certification, FBI Fingerprint Check, as well as all current certifications, declarations and disclosure forms required by the state.

PHYSICAL & MENTAL DEMANDS

In the course of performing the duties and functions job holder will be required to stand, walk, sit, squat/stoop, kneel, crouch, and reach and lift items of varying weights and up to 40 pounds. Ability to communicate (vision, hearing and speech) is required. Ability to travel to assigned work locations without employer support.

- Occasional movement of students by wheelchairs and other mechanical devices may be required.
- Instruction and the provision of required supports to students with special needs may be necessary.

Must be able to express ideas, interpret situations, and problem solve. Must be able to interact positively and effectively with individuals with diverse learning needs and abilities. Must have strong communication and interpersonal skills. Must be able to use various forms of classroom equipment and technology resources (computer, document camera, copy machines, projectors, etc.), computer applications and related peripherals.

WORK ENVIRONMENT

School building environment. Travel throughout the District may be required. Typical settings include school buildings with classrooms, offices, health suites, gymnasium, cafeteria, auditorium, and recreational areas. The worker is subject to inside and outside environmental conditions, noise and hazards.

TERMS:

Day.
Non-Bargaining Unit

LICENSES:

- Valid Driver's license or ability to present appropriate identification upon request.

IMMEDIATE SUPERVISOR: Building or District Administrator, Director or Supervisor

FLSA STATUS: Non Exempt

SUPERVISES: Students

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the School District Director of Human Resources of any and all reasonable accommodations that will be required.

Southern Leigh School District is an equal opportunity employer