TITLE: Substitute Teacher – Comprehensive Substitute Solutions

QUALIFICATIONS:

- Possess a valid substitute teaching credential issued by the Ohio Department of Education and Workforce;
- Perform all Essential Functions of the Substitute Teacher job description;
- Minimum age requirement: 18 years old.
  - Individuals ages 18-21 are permitted to serve as substitutes in K-8 classrooms only.
  - Individuals age 22 or older are permitted to serve as substitutes in K-12 classrooms.
- Adhere to and enforce all Board Policies; and
- Perform other duties and assignments as directed by the immediate supervisor or building administration.

REPORTS TO: School Administrators, Sub Solutions Sub Managers and Operational Services Administrator

JOB SUMMARY: To provide student instruction consistent with the goals and directives of the school district as communicated by and through the absence of the regular teacher, and ensure the effective care, custody and control of all students assigned to the daily caseload.

ESSENTIAL FUNCTIONS:

1. Maintain and respect confidentiality of student and school personnel information;
2. Maintain discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with school and Sub Solutions policies;
3. Establish and maintain accurate attendance for each class of the daily assignment;
4. Ensure the adequate supervision to assure health, welfare, and safety of all students; ex. students experiencing seizures, choking, physical altercations, etc.
5. Must be able to follow written and/or oral instructions from administrators and building staff;
6. Demonstrate the ability to establish effective working relationships with staff and students;
7. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
8. Respond efficiently and effectively to emergency and unusual situations for the purpose of keeping all students safe;
9. Demonstrate mobility by responding promptly to any potential concerns or issues that may arise;
10. Facilitate procedures for transitions, emergencies, and use of materials, helping to maintain order and minimize potential accidents and unsafe;
11. Utilize and maneuver locking mechanisms, door barricades and other physical features in classrooms, hallways and school entry/exit doors for the purpose of keeping all students safe and minimizing the possibility of injury or calamity in emergency situations;
12. Report to office upon arrival at school; request clarification of school rules and procedures, if necessary;
13. Report all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible;
14. Implement lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate;
15. Organize students for effective instruction;
16. Dismiss all students from the classroom before leaving the building;
17. Provide report or summary of activities accomplished, lesson plans completed and not completed, any additional information the regular teacher may need to know when returning to the classroom.

18. Complete substitute feedback on *Frontline Absence Management*. Although voluntary, it is suggested.
19. Collect and place students' papers in regular teacher's desk unless otherwise directed;
20. Return instructional materials, equipment, and keys to proper place;
21. Determine if his/her sub services will be required for the next school day;
22. Comply with and support school and division regulations and policies;
23. Model non-discriminatory practices in all activities;
24. Perform other related duties as assigned by building administrator(s) or immediate supervisor in accordance with school/district policies and practice; including reassignment of substitute role based upon building and administrative needs.

Other Duties and Responsibilities:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent individuals.
- Demonstrate sensitivity to and support of the needs of students with disabilities and/or from culturally diverse backgrounds.

EVALUATION:
Building administrator(s) will evaluate performance on the ability and effectiveness in carrying out the above listed responsibilities.

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To comply with the American Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical and mental conditions of the essential job functions.

F - Frequently
O - Occasionally
N - Not at all

PHYSICAL REQUIREMENTS:

F,O,N	PHYSICAL REQUIREMENT DESCRIPTION
F	**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
F	**Bending and Stooping:** Bending body downward and forward by bending spine at the waist as required on a daily basis.
O	**Climbing:** Ascending or descending ladders, scaffolding, ramps, poles, and other devises using feet and legs and/or hands and arms. Body agility is emphasized
F	**Climbing Stairs:** Ascending or descending stairs to gain access to a building or to move from one floor to another
O	**Crawling:** Moving about on hands and knees or hands and feet as required on a daily basis
F	**Light Carrying:** Physically transporting items weighing less than 15 pounds from one location to another
O	**Moderate Carrying:** Items weighing 15 to 44 pounds
O	**Heavy Carrying:** Items weighing 45 pounds and over
F	**Fingering:** Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm
O	**Grasping:** Applying pressure to an object with fingers (including thumb) and palm

O	**Kneeling:** Bending legs at knees to come to rest on one or both knees required on a daily basis
F	**Light Lifting:** Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
O	**Moderate Lifting:** Objects 15 – 44 pounds
O	**Heavy Lifting:** Objects 45 pounds and over
F	**Mobility Requirement:** Enough to escort students about the building and attend required meetings (Provide examples)
O	**Pulling Hand over Hand:** Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion as required on a daily basis
O	**Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward, or upward as required on a daily basis
O	**Reaching Above Shoulder:** Extending hand(s) and arm(s) in any direction
F	**Repetitive Motion:** Substantial movements of the wrists, hands, and/or fingers for sustained periods of time
O	**Sitting:** Particularly for sustained periods of time
F	**Standing:** As required on a daily basis
F	**Walking:** Moving about on foot, particularly for long distances as required on a daily basis
F	**Visual Requirement:** Enough to see and read texts and computer keyboards and screens (Examples: Able to see and read PC screens; detect color coding, read fine print, and/or normal type size print); enough to see and redirect the attention of all assigned students in the classroom, hallway, lunchline, fire/tornado drills or otherwise
F	**Hearing Requirement:** Enough to: instruct and monitor students and participate in required meetings (Examples: able to detect specific noises, proper equipment operation; understand what clients are saying in normal conversation)
F	**Other Physical Requirements:** Describe: Ability to sit on small preschool chairs throughout the day; to get down and off the floor multiple times throughout the day; to sit in cross-leg position on the floor for an extended period of time periodically throughout the day; ability to get up from this position on the floor; be physically able to run and move quickly to retrieve a child in an emergency or unsafe situation; be able to be active outside with small children in wide range of temperatures.

MENTAL REQUIREMENTS:

F,O,N	MENTAL CAPABILITY REQUIREMENTS
	COMPREHENSION
F	Ability to understand, remember, and apply oral and/or written instructions or other information
F	Ability to understand, remember, and communicate routine, factual information
F	Ability to understand complex problems and to collaborate and explore alternative solutions
F	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints
	ORGANIZATION
F	Ability to organize thoughts and ideas into understandable terminology
F	Ability to organize and prioritize own work schedule on short-term basis (longer than one month)
F	Ability to organize and prioritize work schedules of others on short-term basis
F	Ability to organize and prioritize work schedules of others on long-term basis
	REASONING AND DECISION MAKING
F	Ability to apply common sense in performing job

F	Ability to make decisions which have moderate impact on immediate work unit
O	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
O	Ability to make decisions which have significant impact on the department's credibility, operations, and services
COMMUNICATION	
F	Ability to understand and follow basic instructions and guidelines
F	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
F	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
O	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone
F	Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly
O	Ability to make informal presentations, inside and/or outside the organization. Speaking before groups
O	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
N	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
MATHEMATICS	
F	Basic mathematical ability is required
F	Ability to count accurately
F	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
N	Ability to compute, analyze, and interpret numerical data for reporting purposes

WORK ENVIRONMENT:

F,O,N	**WORK ENVIRONMENT:** On the job the employee:
F	Is exposed to excessive noise
O	Is around moving machinery
N	Is exposed to marked changes in temperature and/or humidity
O	Is exposed to dust, fumes, gases, radiation, microwave (circle)
N	Drives motorized equipment
O	Works in confined quarters
DEVICE OPERATION	
List all computers, peripherals, and other hardware required to perform this job: Computer / Digital Projector / Overhead / Textbooks and Instructional Materials	
List all computer software required to perform this job: Microsoft Office / FileMaker Pro / Internet	
List all office machines required to perform this job: Copy Machine/Printer / Fax /	
List all vehicles that must be operated to perform this job: Automobile	
List any other machines (including heavy equipment) required to perform this job:	
List all tools involving manipulation that are required to perform this job:	