

POSITION DESCRIPTION

Valley Center USD 262

Position Title:	Permanent Substitute Teacher
Department/Location:	Building Assigned
Position Qualification:	Licensed
Reports To:	Building Principal
Terms of Employment:	Contract
Annual Evaluation By:	Building Principal
Approved By:	BOE
Revised:	July 2021

GENERAL

To create an educational program and a class environment favorable to learning and personal growth.

DESIRED SOFT SKILLS

- Adaptability-adjusts to new conditions and demonstrates flexibility in thinking with tasks, responsibilities, and people
- Collaboration skills-works well with others as part of a team to accomplish a goal or task
- Integrity-demonstrates honesty and high ethical standards in relationship to all areas of employment
- Innovation-generates creative solutions to work situations, organizational problems, and opportunities
- Initiative-proactively seeks ways to solve problems, handle situations, and improve work situations and is resourceful
- Ability to build rapport-proactively builds relationships and gets along well with others

QUALIFICATIONS

- Valid Kansas substitute teaching license or professional teaching license.
- Ability to effectively use Microsoft Office software; including the use of Excel spreadsheets and district email.
- Ability to use google drive and google tools.
- Knowledge of curriculum and instruction.
- Strong organizational, communication and interpersonal skills.
- Ability to work in a fast-paced environment and maintain confidentiality at all times.
- Must support district goals and objectives.

ESSENTIAL FUNCTIONS

- Performs regular teacher's class plan while the teacher is absent, including but not limited to the
- following:
 - Communicates, collaborates, and cooperates with colleagues, supervisors, and students
 - Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned
 - Assumes the responsibilities for instructing classes when a teacher is absent
 - Assumes other responsibilities for that teacher during the time the teacher is absent
 - Assumes responsibility for overseeing pupil behavior in class and during lunch and other activities
 - Consults, as appropriate, with the principal or department or grade level head, before initiating any teaching or other procedures not specified in the lesson plans

- Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent
- Provides for individualized and small group assistance for students as indicated by lesson plans
- Follows all district and individual school policies, rules and procedures to which regular teachers are subject and which good teaching dictate
- Encourages students to set and maintain standards of classroom behavior.
- Evaluates students' academic and social growth, keeps appropriate records.
- Employs a variety of instructional techniques, technology and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Supervises students in out-of-classroom activities during the assigned work day.
- Builds a positive rapport with students, parents and other staff members.
- Other duties as assigned.
- Regular attendance is required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear. Specific vision abilities required by this position include close vision and distance vision. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and other workers. Occasionally, the position requires the employee to work irregular or extended hours; direct responsibility for the safety; well-being or work output of other people; and meet multiple demands from several people.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand the position description. After reviewing, I agree to perform all the functions and skills mentioned to the best of my ability and agree that I am able to perform the above mentioned qualifications and physical demands without reasonable accommodations. If reasonable accommodations are needed, I will provide that information at the bottom of this position description.

Name

Date

Reasonable accommodations needed to perform the essential functions of the above mentioned position: