

Jt. Jerome School District #261

Job Description Substitute Employee

TITLE:

- ◆ Substitute Classroom Teacher/ParaProfessional

SUMMARY:

- ◆ In the absence of the regular classroom teacher to help students to learn subject matter and/or skills that are required for scheduled lessons and to provide meaningful instruction for assigned classrooms.

REPORTS TO:

- ◆ Building Administration

PROFESSIONAL REQUIREMENTS:

- ◆ High School diploma
- ◆ Previous experience working with children preferred
- ◆ Ability to perform duties in accordance with general educational ethical requirements of the Jerome School District and the State Department of Education

DUTIES AND RESPONSIBILITIES:

- ◆ Reports to school office at beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials. Follows sign out procedures as prescribed by the principal.
- ◆ Carries out a program of study prescribed in the lesson plans left by the classroom teacher.
- ◆ Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- ◆ Guides the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for the lessons, units, or projects assigned.
- ◆ Employs instructional methods and materials that are most appropriate for meeting lesson objectives.
- ◆ Maintains a neat and orderly classroom. Straightens chairs, tables, clears chalkboard, etc.
- ◆ Takes attendance in accordance with school procedures.
- ◆ Indicates to students at beginning of class the basic expectations for behavior in the class in accordance with school and Jerome School District policies.
- ◆ Insures that the students are never left unattended in the classroom.
- ◆ May perform duties usually required of absent teacher such as lunchroom duty, hall monitoring, etc.
- ◆ Knows emergency evacuation routes for the classrooms assigned.
- ◆ Knows procedures for referring students who are disciplinary problems.
- ◆ Knows school procedures and regulations.
- ◆ Other duties as may be assigned by Building Administrator.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- ◆ While performing the duties of this job, the employee frequently stands, walks and sits. The employee may repeat the same hand, arm or finger motion repeatedly. The employee may occasionally push or lift up to 50 lbs., such as boxes of books and AV/VCR carts. Specific vision abilities required by this job include close vision such as ability to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to successfully meet multiple demands and interactions with the public and other staff. The noise level in the work environment is generally moderate to loud. Duties are performed indoors and outdoors.

- ◆ **Terms of Employment:** Determined yearly by academic calendar, 7 hours per day (does not include unpaid lunch). This position shall be considered in all respects "employment at will" and the terms set forth in this job description shall not create a property right and are set forth only to advise the employee of when and what types of services will be required by the District.

Salary & Benefits:

1. Salary to be set by Board of Trustees
2. Comprehensive benefit package.

Evaluation: Performance of this position will be evaluated periodically by the Building Principal or a designee in conformance with District policy relating to evaluation of classified employees.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

AN EQUAL OPPORTUNITY EMPLOYER

Employee Printed Name _____

Employee Signature _____ Date _____

My signature acknowledges I have been provided a copy of this job description.