

TANTASQUA REGIONAL / SCHOOL UNION 61 DISTRICTS

JOB DESCRIPTION

Substitute Teacher

Reports to: Building Principal/Assistant Principals

Responsibilities:

Provide daily substitute coverage, as assigned. Manage student learning related to the teacher's duties.

Essential Functions:

- reports to office upon arrival at school; check mailbox of absent teacher for materials requiring immediate attention
- provides classroom supervision to ensure health, welfare, and safety of all students
- maintains high level of ethical behavior and confidentiality of student and school personnel information
- reviews all plans and schedules to be followed during the teaching day
- maintains established routines and procedures of the school and classroom assigned
- teaches the lessons outlined in the classroom teacher's lesson plans
- effectively contributes to and manages the individual education plans for students with special needs
- creates and maintains a climate of respect and fairness for all students
- displays problem solving, cooperative negotiating skills and conflict resolution strategies
- writes a report about work completed at the end of each teaching day for absent teacher
- reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority
- dismisses all students from the classroom before leaving the building
- collects student assignments and materials for teacher's review; returns to proper locations
- turns any building property back to proper authority
- models non-discriminatory practices in all activities
- performs other duties as assigned

Ability to:

- communicate effectively both verbally and in writing with students, teachers, and administration
- use classroom instructional time appropriately and wisely
- effectively apply school procedures and Student Handbook regulations
- work with children of varying abilities, including children with disabilities
- solve practical problems with students and staff
- demonstrate fair and ethical judgment
- understand and carry out oral and written directions
- plan and organize work to meet deadlines
- provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner

Knowledge of:

- child development and challenges faced by students with and without disabilities
- curriculum expectations of grade level/discipline to which he/she is assigned
- effective use of computer and relevant educational software applications
- interpersonal skills using tact, patience and courtesy
- current education theories and practices
- safe operation of school equipment necessary to successfully complete daily tasks, including but not limited to copier, risograph, laminator, and paper cutter
- telephone/computer techniques and etiquette

Qualifications:

- evidence of ability to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

Education:

- education equivalent to graduation from an accredited high school or general education certificate (GED)
- Bachelors degree or appropriate Massachusetts Department of Education certification preferred

Terms of Employment:

- Candidate must authorize and pass a C.O.R.I. check

Approved by Personnel Subcommittee:	02/04/2008
Approved by TRSC:	02/13/2008
Approved by Brimfield SC:	01/26/2008
Approved by Brookfield SC:	02/12/2008
Approved by Holland SC:	02/14/2008
Approved by Sturbridge SC:	03/06/2008
Approved by Wales SC:	03/24/2008

I have read the job description for Substitute Teacher and agree to abide by the guidelines herein. I further agree, as stated within the section titled "Essential Functions," to maintain a high level of ethical behavior and *confidentiality of student and school personnel information*. Substitutes found to be in violation of the confidentiality clause will not be invited back to substitute.

Signed, _____

Date: _____

Principal's (or designee's) signature: _____