



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION

SUBSTITUTE TEACHER

DEFINITION:

Under the direction of an administrator, in the absence of the classroom teacher, provide instruction, encourage student progress and manage the learning environment. Demonstrate professional practices in teaching using the course of study and lesson plan provided by the regular classroom teacher.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Implements lessons plans, while ensuring the integrity of the academic time and in a manner which motivates students to learn and participate; use of fill-in activities or other resources in the absence of a lesson plan; collects homework and student assignments as directed for the regular classroom teacher; maintains classroom control that fosters a safe and positive environment for all students and staff; maintains control of the classroom in emergency situations; maintains and respects confidentiality of student and school personnel information; reports all student injuries, accidents and illnesses to the proper school administrators immediately or as soon as possible; follows directives from school administrators; determines if their services will be required for the following day/week, etc.; follows school rules and district policies; perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in any subject; prior experience working in an education setting is preferred.

LICENSES AND OTHER REQUIREMENTS:

Holds, or ability to obtain, a CA Teaching Credential or Emergency 30-Day Substitute Teaching Permit.

KNOWLEDGE OF:

Safe practices in classroom activities; basic understanding of instructional strategies, educational methods, and subject matter; classroom procedures and appropriate student conduct; familiarity with educational technology tools commonly used in classrooms; oral and written communication skills; interpersonal skills using tact, patience and courtesy; correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Assist in the preparation of instructional materials and implementation of instructional activities; clearly convey instructions, ask questions, and establish rapport with students; establish routines, set expectations, handle disciplinary issues, and engage students in meaningful learning activities; adapt quickly to different grade levels, subject areas, and teaching styles; possess good judgment; establish and maintain cooperative and effective working relationships with others; monitor, observe and report student behavior and progress according to approved policies and procedures; build positive relationships with students, even in a short period; demonstrate patience and empathy when working with students, understanding that each child has unique needs and may respond differently to substitute teachers; observe health and safety regulations; maintain a professional demeanor and adhere to the school's policies and procedures, this includes punctuality, appropriate dress, confidentiality, and respect for students, staff, and the learning environment; perform a variety of clerical duties including typing, filing and duplicating materials; maintain records and files.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

REMINDER:

Holders of an Emergency 30-Day Substitute Teaching Permit are limited to no more than 30 days service for any one teacher or classroom during a school year and no more than 20 days service in Special Education classrooms. The same restrictions apply to holders of regular credentials when teaching outside of their credential subject authorization.



Tehama County Department of Education
Job Description
Substitute Teacher

HRS Office Use Only

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APPROVED

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Signature: 