

Dolores School District Re-4a

Position Title: Permanent Substitute
Reports to: Human Resources

Position Summary:

A full-time position on one Dolores campus for the duration of the school year, and rotate through classrooms as needed when teachers are absent. This position is unique as it offers a predictable and stable schedule in which the same hours are worked at the same school every day. In addition, this position offers medical, dental, vision and life insurance benefits.

Purpose Statement:

The job of the Substitute Teacher is to supervise the classroom and teach the lesson left by an absent teacher. The Substitute Teacher is responsible for the well-being and safety of the students, taking attendance, maintaining a functioning classroom, utilizing classroom management skills, leaving a clean classroom, and teaching the provided curriculum.

Essential Functions:

- Takes attendance in accordance with school procedures.
- Supervise classroom of absent teacher
- Teach provided lesson plan
- Maintain a functioning classroom
- 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 white board, etc.
- Indicates to students at beginning of class the basic expectations for behavior in the class in accordance with school and district student behavior policies and expectations
- Ensures that the students are never left unattended in the classroom.
- Knows emergency evacuation routes for the classrooms assigned.

- Knows procedures for referring students who are disciplinary problems.
- Knows school procedures and regulations.
- Performs other related duties as directed by the building secretary or principal.
- **Contingency:** In the event that a classroom substitute is not needed on the assigned campus for a given day, this position will first be assigned to another campus in need. If no classroom position is needed on any campus for that day, you will be assigned other clerical and supervisory duties on the regularly assigned campus by the building secretary.

Position Requirements:

- Valid CDE Substitute License

Adopted: December 2022