

WOOD COUNTY EDUCATIONAL SERVICE CENTER
JOB DESCRIPTION
REVISED 6/22/2011

Title: **Substitute Teacher**

Job Description: Perform a variety of educational and support services to help students achieve productive learning experiences. Provide guidelines and encouragement to help students pursue their intellectual, social and emotional potentials. Promote the inclusion of students with disabilities into regular classrooms and school activities or maintain students with disabilities in a self-contained learning environment. Recognize each professional contract as an opportunity to promote a positive impression of the educational service center.

Please note: During an extended leave of absence as defined by board policy and contractual agreements, the substitute teacher is responsible for performing all essential functions identified in the job description for the assigned position.

**Minimum
Qualifications:**

- Valid State of Ohio teacher license or provisional teacher license is preferred.
- A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation
- Ability to learn skills appropriate for the position including the physical ability to lift a minimum of 50 pounds.
- Ability to travel to assignments

**General
Description:**

- Carry out the absent teacher's prepared lesson plan and all regularly assigned duties to maintain classroom continuity. Teach assigned classes as scheduled. Be responsible for teaching the material described in the absent teacher's lesson plans and comply with all local, state, and federal health and safety standards. Confer with the building principal and/or appropriate staff as required.

**Essential
Functions:**

- Prepare a written summary of work completed for the absent teacher. Make the teacher aware of any concerns or special situations.
- Communicate high expectations for students and show an active interest in their progress. Give students positive feedback to enhance self-esteem and encourage self-reliance. Display patience, flexibility and respect for all individuals. Effectively manage classroom discipline.
- Maintain a learning environment by presenting material in a variety of approaches to stimulate interest, enthusiasm and inquisitiveness about subjects and event.
- Maintain complete and accurate classroom records, reports and inventories, as required by law, district policy and administrative directive.
- Provide close supervision and take responsible precautions to ensure student safety. Do not leave students unsupervised.
- Help communicate school rules to students. Maintain high standards for student conduct. Uphold the student conduct code according to board policy. Protect the due process rights of students.
- Offer help when students ask for or their behavior suggests they need assistance. Allow students to seek their highest degree of independence. Solve student concerns discretely.
- Attempt to develop rapport and maintain confidence of students, parents, and staff. Serve as a role model for staff and students exemplifying leadership.

- Perform other specific job-related duties as directed by special needs supervisor, principal, or superintendent.

**Supervisor
Responsibility:**

Coordinate the daily operation of the classroom: schedule meaningful work assignments, provide instructions and communication expectations to educational aides, student teachers, and related service providers.

**Working
Conditions:**

- Potential exposure to blood borne pathogens and communicable diseases.
- Interaction with disruptive and/or unruly individuals.
- Duties may require riding in a vehicle.