

**GODDARD USD 265
CERTIFIED JOB DESCRIPTION**

POSITION: Fulltime Substitute Teacher

EVALUATED BY: Building Administration

TERMS OF EMPLOYMENT: Kansas Teacher Contract Law

JOB DESCRIPTION: Implement lesson plans as designed by the classroom teacher, or fulltime substitute depending upon the situation/need.

INSTRUCTIONAL DUTIES:

1. Teach timely and accurate content information utilizing the prescribed district curriculum for the appropriate grade level or subject matter.
2. Utilize School Improvement Plan when developing and implementing instructional strategies as appropriate.
3. Have supplies, materials, and equipment available for the lesson to be taught as appropriate.
4. Keep student records current and available, i.e. attendance and grades.
5. Organize a plan to efficiently use instructional time, i.e. students are on task and transition time is minimal.
6. Use a variety of teaching methods such as demonstrations, lectures, individual work, and group work as appropriate to address the varied learning characteristics of the students.
7. Provide opportunities to develop critical thinking skills.
8. Assess student progress with a variety of assessment tools and communicate the progress to the student, parent(s), and staff.
9. Utilize prescribed district technology, including but not limited to, the teacher's classroom computer and classroom management system, i.e. grades and attendance.
10. Arrange physical classroom to ensure student safety and to facilitate instruction.
11. Explain and engage self and students in all safety procedures and drills.
12. Establish and clearly communicate expectations for student classroom behavior and assist students in meeting expectations. Manages disruptive behavior constructively and in accordance with building policy.
13. Provide supervision of students while on school premises and at school-related activities, i.e. hallways, assemblies, field trips, etc.
14. Provide information to parents about classroom activities and provide avenues for access to the classroom, i.e. building newsletters, notes home, phone calls, etc.

15. Have knowledge and ability to study and implement district philosophy and practices to promote success for students.
16. Long-term substitute will check with Building Administrator to prioritize duties for those days when not working in a classroom as a substitute. These duties could include working as a classroom aide, working in the library, or working in the office.
17. Any time long-term substitute is sent to another building he/she will inform building administrator.

PROFESSIONAL DUTIES:

1. Demonstrate compassion, patience, and understanding of the diversity of all students. Students are treated with dignity and respect in all school settings.
2. Attend and participate in assigned staff/team meetings.
3. Attend and participate in assigned district and building inservice programs and activities.
4. Meet assigned building and district responsibilities.
5. Adhere to and support building and district policies, procedures, and regulations. Follow legal requirements, school board policies, or administrative regulations, i.e. emergency procedures, building behavior codes and interventions, harassment laws, confidentiality policies, and report requirements for child abuse, etc.
6. Present self in a professional manner, i.e. teacher's spoken language is audible and accurate; written language is legible; dress is appropriate to the classroom
7. Follow appropriate channels in resolving concerns and problems.
8. Punctual and reliable.
9. Cooperative and supportive of students, families, and colleagues. Is respectful of others.
10. Maintain a cordial relationship with colleagues to fulfill professional responsibilities.
11. Interact positively with students and parents, i.e. daily classroom interaction and parent conferences/staffing.
12. Any certified teacher may be assigned to any classroom for which his/her license qualifies him/her, if such an assignment is deemed by the district or school administration to be in the best interest of the school/district program.

REQUIRED QUALIFICATIONS:

Bachelor degree. Certified by Kansas State Department of Education for curriculum area(s) and grade level(s) served.

ATTENDANCE REQUIREMENTS:

As required in the contract and negotiated agreement.

All duties and expectations for this job description will be in compliance with the teacher's contract and negotiated agreement.

I have received and read this job description.

_____ Teacher's Signature	_____/_____/_____ Date
_____ Principal's Signature	_____/_____/_____ Date