



Job Description

CLASSIFICATION: Certificated

TITLE: Substitute Teacher

REPORTS TO: Building Principal

POSITION SUMMARY

In the absence of the regular classroom teacher to implement the daily instructional plans of the classroom teacher and to provide meaningful instruction to the students of the assigned classroom. To maintain a class environment favorable to learning and personal growth; to establish effective rapport with students while maintaining proper classroom management. To work effectively with the building administrator and other teachers to minimize any potential transition problems from the teacher to substitute and substitute to teacher.

Required Education and Experience

- Must possess a valid Washington State Teaching Certificate
- Endorsed in area of assignment preferred
- Prior experience in the school setting preferred and in area of assignment
- Ability to communicate effectively with students, parents, and staff
- Ability to work with minimum direction, but as an effective member of the team
- Such other qualifications as the Board and Superintendent may find appropriate

Special Requirements

- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance
- I-9 employment eligibility in compliance with the Immigrations Reform and Control Act
- HIV/HBV training (obtain within 60 days of hire date – District provided)
- Human Resources new hire training (obtain within 60 days of hire date – District provided)

Knowledge, Skills and Abilities

- Principles, goals and objectives of public education
- Curriculum and other developmental programs
- Abide by all district policies and procedures along with building/department practices
- Adhere to federal, state laws and district regulations, policies procedures and practices
- Mandatory reporter for incidents of child abuse, harassment, intimidation, bullying, fights, substance abuse etc.
- Abides by employment provisions provided for in the collective bargaining agreement
- Observe strict confidentiality regarding student information
- Maintain regular punctual attendance

POSITION RESPONSIBILITIES

The list of position responsibilities are not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of the following duties:

Substitute Teacher Job Description Continued:

1. Reports to school office at beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials. Follows sign out procedures as prescribed by the district.
2. Carries out a program of study prescribed in the lesson plans left by the classroom teacher.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students, ensuring fairness and respect.
4. 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.
5. Employs instructional methods and materials that are most appropriate for meeting lesson objectives.
6. Uses positive verbal and non-verbal skills that enhance learning
7. Maintains a neat and orderly classroom
8. Takes attendance in accordance with district procedures.
9. Indicates to students at beginning of class the basic expectations for behavior in the class in accordance with school and Monroe Public Schools policies.
10. Insures that the students are never left unattended in the classroom.
11. May perform duties usually required of absent teacher such as lunchroom duty, hall monitoring, etc.
12. Knows emergency evacuation routes for the classrooms assigned.
13. Takes all necessary and reasonable precautions to protect students, materials, equipment and facilities
14. Knows procedures for referring students who are disciplinary problems.
15. Knows school procedures and regulations.
16. Performs other related duties as directed by principal

Please note in your cover letter the areas that you are interested in subbing. The district will review files throughout the year and set up interviews as needed. Substitutes will be required to attend a mandatory orientation which will include training on Harassment Prevention, HIV, HIB, Staff Handbook and other required paperwork. Substitutes will be assigned Safe Schools training that must be completed in order to be retained on the substitute list. Other Safe Schools trainings that were taken by other school districts can be used showing proof of completion to the human resources department.

Fingerprints must be done through the District and cleared prior to subbing. If you have had your fingerprints taken within the last two years for another school district or for certification, and your records are in the OSPI database you will not be subject to this requirement.

How to Apply:

- Complete the online Certificated Application with required supplemental forms
- Upload your valid teaching certificate, noting endorsed areas
- Upload transcripts – bachelors and masters, if applicable
- Cover letter stating your preference in subbing areas
- Three letters of recommendation
- Confidential Reference Form - sent out to someone who oversees your work
- Substitute teacher questions

Substitute teachers within the Monroe School District work on call and are at will employees not under contract. They book their own substitute jobs through the Frontline Management System..

Substitute Teacher Job Description Continued:

RATES OF PAY:

\$140.00/day 30 or less full days of substituting

\$155.00/day 31st day and forward – per school year retro back to September 1st.

Per diem pay Long-term substitute in the same assignment for 20 or more consecutive days

SALARY AND BENEFITS

- Long-term certificated substitutes, who in the judgment of the District will be employed for at least 91 workdays, shall receive full insurance benefits bases on their FTE.
- Long-term certificated substitutes shall receive two days annual leave, for each 20 consecutive days worked, up to a limit of 12 days per year.
- Retirement: A substitute may be eligible to apply for and purchase service credit. To be eligible they must work 5 months or more working 70 hours or more per month during a school year (Sept – Aug).

PHYSICAL/MENTAL REQUIREMENTS

The work environment characteristics described are representative of those an employee may encounter while performing the essential functions of this job.

Duties performed typically in school settings, such as classrooms, gymnasiums, cafeteria, auditorium, and recreational area. Frequent walking, standing, stooping, kneeling, crouching, moving equipment and/or material may be required. Other physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surrounding and activities. Dexterity of hands and fingers is required to manipulate specialized apparatus and to operate audio-visual and educational training equipment. Occasional travel between work sites may be required.

This is a sedentary position with light work that involves sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perception of sound, near and far vision, depth perception; handling and working with educational and psychological materials; and providing highly technical oral and written information and reports.

The substitute teacher is subject to inside and outside environmental conditions, noise and hazards. The job is performed with the majority of the spent indoors and under minimal temperature variations; a portion of the day will be time spent outdoors and is subject to a variety of changing weather conditions and potentially uneven/slippery surfaces.

Movement of students by wheelchairs and other mechanical devices is required in Special Education classrooms. Instruction to special needs students may occur frequently

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

Updated: September 8, 2017