Day to Day Substitute Teacher

Job Summary
The Nevada County Superintendent of Schools (NCSOS) office and the school districts in Nevada County have formed a certificated substitute teacher consortium. Under this consortium, the county office will maintain and manage the certificated substitute list.

Under the supervision and direction of the Principal or Director, the individual in this position works in a classroom setting as a replacement for the regularly assigned teacher. The assignment is day to day and at-will.

Provides large and small group instruction in all subjects during regular teacher’s absence; develops classroom lesson plans or follows lesson plans provided by teacher in his/her absence; maintains standard pupil behavior; maintains suitable class control and provides an orderly learning environment; and performs other related duties as assigned by the school principal or designee.

Special Education Teacher: To provide education instruction and support services to students with disabilities. The teacher is responsible for implementing curriculum and an instructional program to address the Individualized Education Program (IEP) goals of the students to include improving success in academic, social and behavioral areas. Special education classes are comprised of students who demonstrate mild/moderate or moderate/severe physical and cognitive disabilities.

The county office may also use individuals on this list that have an interest working in an early childhood education setting as a classified substitute Preschool/Toddler Teacher in our Child Development Center for the NCSOS Preschool/Toddler program and in our Special Education program as a classified substitute as a Teaching Assistant.

Preschool/Toddler Teacher: Provides an educational program for infants, toddlers, preschool and school-age children consistent with the Child Development program’s philosophy and goals. Develops and maintains an educational environment conducive to effective learning within the limits of resources provided by the program.

School Education Teaching Assistant:
Under the direct supervision of the special day class teacher, the assistant will work with students who demonstrate severe physical and/or cognitive disabilities.

Essential Functions and Responsibilities
• Reports to office upon arrival at school; checks mailbox of absent teacher for materials requiring immediate attention; requests clarification of school rules and procedures, if necessary;
• Teach the lesson plans using the instructional materials and provide individualized and/or group instruction in order to adapt the curriculum to the needs of pupils with varying abilities, attitudes, and cultural backgrounds;
• Develop and teach skills and knowledge in one or more courses or grade levels, using approved courses of study;
• Instruct pupils in citizenship, basic communication skills, and other general elements of the course of study specified by state law, board policy, and administrative procedures of the school district;
• Maintains a discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with school and county policies;
• Maintains and respects confidentiality of student and school personnel information;
• Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
• Ensures the adequate supervision to assure health, welfare, and safety of all students;
• Ensure that students are not left in the classroom at any time without teacher supervision.
• Dismisses all students from the classroom before leaving the building;
• Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible;
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- Completes appropriate forms for the regular classroom teacher;
- Returns instructional materials, equipment, and keys to proper place;
- Completes appropriate forms for the office staff to ensure proper payment;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Familiarize yourself with school safety procedures in the event of an emergency and/or lockdown;
- Always be prepared with additional, age appropriate curriculum to provide instruction in the case where the regular teacher was unable to leave you with a lesson plan;
- Perform other related duties as assigned

For Preschool/Toddler Teacher:
- Provide safe and effective learning environment for children between 3-5 years of age;
- Participate in planning, developing, and teaching basic academic programs and activities;

For Special Education Teacher:
- Provide instruction to students with special needs in accordance with IEP, using support services as appropriate, and participate in IEP meetings as appropriate;
- Enable severely handicapped students to achieve their maximum potential and to successfully live and participate in the least restrictive environment.
- Provide learning experiences in language arts, social studies, skills in gross and fine motor control, math, reading, science, art, everyday survival skills and career education.
- Instruct pupils in citizenship, health and safety skill, and maintain a pleasant and positive attitude to foster the development of pupils’ feeling of self-worth.
- Instill in students a desire for learning; develop proper study and work habits and the ability to work as independently as possible.

For Special Education Teaching Assistant:
- Assist in individual instruction and recording of results in basic academics, communication skills, vocational skills and self-help skills according to a specifically prescribed program.
- Accompany students to mainstreamed classrooms and assist in the mainstream experience under the direction of the special education and regular classroom teacher.
- Assist children on and off the school bus upon arrival and departure.

Desirable Qualifications

Knowledge of:
- Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction, including differentiation;
- Curriculum expectations for subject being taught;
- Classroom procedures which promote appropriate student conduct and motivation for student learning;
- Child guidance principles and practices;
- Current trends and research concerning the growth and development of children;
- Principles of training and providing work direction;
- Applicable sections of the State Education Code and other applicable laws.;
- Applicable state advisory documents, the State Framework in all subjects taught and district Curriculum Standards appropriate to their teaching assignment;
- Standardized student testing requirements;

For Preschool/Toddler Teacher:
- Appropriate preschool teaching techniques;
- Curriculum planning and implementation;
- Child development principles;
- Variety of curriculum/ instructional materials, tools, and methods.
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For Special Education:
- Recognition that special-need students will progress differently;
- Assistive teaching and behavior management techniques may need to vary often;
- An understanding approach to parents is imperative;
- Acceptance of “teamwork” atmosphere with administrators and staff as it applies to each school site which may include discussion of facility use, equipment and assistance of personnel.

Ability to:
- Adapt plans to meet different needs for learning;
- Create an instructional program and a class environment favorable to learning and personal growth;
- Maintain current information and expectations regarding grade level and curriculum being taught;
- Monitor students in classrooms;
- Display the use of good judgment in making decisions;
- Maintain professional relationships with pupils, parents, colleagues and supervising staff members;
- Perform mathematical computations to instruct students in curriculum, produce reports, maintain records, complete timesheets, requisitions and reimbursements, etc;
- Operate a computer and use related software;
- Send and receive emails and research information through the Internet;
- Maintain current knowledge of technological advances in the area of instruction;
- Read, interpret, apply, and explain rules, regulations, policies, and procedures;
- Maintain current knowledge of applicable curriculum and school instruction related regulations;
- Maintain a variety of accurate record keeping and filing systems;
- Communicate effectively both orally and in writing;
- Communicate student progress with regular teacher;
- Work with students who may misbehave;
- Establish effective rapport with pupils;
- Create a positive classroom environment;
- Understand and be sensitive to, and have respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of students, faculty, and staff;
- Maintain consistent, punctual and regular attendance.

For Special Education:
- Understand and carry out oral and written directions;
- Enjoy working with children in a patient, positive manner.

Working Conditions
Environment:
- Work indoors in classroom environment, unless classroom is structured outdoors;
- May work outdoors for school yard duties;
- May work outdoors for some classes; such as Physical Education.

Physical Demands:
- Mental acuity to perform these tasks, to make sound decisions and judgments in the sphere of assigned duties and to make determinations relative to the effective performance of the tasks;
- Facility and stamina to sit and stand for extended periods of time;
- Facility to see and read printed materials, with or without vision aids;
- Facility to hear and understand speech on the telephone, and at normal room levels;
- Facility to speak in audible tones so that others may understand clearly in normal conversation in person and on the telephone;
- Manual dexterity to operate a multi-positioned telephone, computer, copier, calculator and other commonly used office equipment;
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- Physical agility to bend, to stoop, to open and access file drawers in the normal performance of duties, to walk on pavement, to climb stairs, and to reach overhead;
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies;
- Physical strength and agility to push, pull and lift any object weighing up to 25 pounds and carry any object weighing up to 15 pounds.

For Preschool/Toddler Teacher: Light lifting of up to 30 to 40 pounds. Ability to tolerate outside weather (heat/cold).

For Special Education: Ability to perform “medium” physical work, i.e., exert up to 50 pounds of force occasionally and/or 20 pounds of force frequently to move or lift objects or children. Specifically, be able to meet the physical needs of the physically handicapped students by providing them assistance with adaptive devices and equipment for their individual needs.

Education and Experience

- Appropriate California Teaching Credential or Permit
- Successful experience as a substitute teacher

For Preschool/Toddler Teacher:
- May need additional Early Childhood Education (ECE) units. (24 Early Childhood Education units; including 3 units of supervised field experience in a preschool setting, plus 16 general education units or CDA Credential or California Teaching Credential approved training).
- Valid (Pediatric) First Aid and CPR certification desired.

For Special Education Teaching Assistant:
- Must meet NCLB requirements or pass proficiency test.

OTHER REQUIREMENTS: These requirements must be met prior to beginning employment and will be requested by the county office.

- Fingerprint and Background clearance
- Valid TB test

For itinerant positions: Must hold a valid California Driver’s License and provide proof of automobile insurance coverage

For Special Education Teaching Assistant: Pre-Employment Physical required

Employee Group: Day to Day Substitute, No employment rights.

For Office Use Only:
At time of employment, the employee will be required to sign a copy of their job description for their personnel file.

I have received a copy of this job description.

Employee Signature ________________________ Date ____________________

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