



Fremont Unified School District
Certificated Job Description

Substitute Teacher

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

Summary:

Under the supervision of the principal: Plans work assignments, provides instructions. Promotes teamwork and helps staff to successfully accomplish delegated duties.

Essential Functions:

Depending on the assignment, duties may include but are not limited to the following:

- During a prolonged absence as defined by board policy, the substitute is responsible for performing all essential functions identified in the absent teacher's job description.
- Follow the teacher's written lesson plans. Teaches scheduled classes.
- Consults with principal and staff to resolve questions and concerns.
- Complies with all building procedures and schedules.
- Promotes the proper use and care of school property.
- Teaches scheduled classes, monitors staff and volunteers.
- Prepares a written summary of work completed.
- Makes the absent teacher aware of special situations or problems encountered.
- Upholds board policies and follows administrative procedures.

Qualifications:

Ability to:

- Complies with all California requirements for a temporary teaching license.
- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.

Education:

Must hold Bachelor's degree or higher.

Physical Demands and Working Environment:

- Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.
 - Duties may require bending, crouching, kneeling, reaching and standing.
 - Duties may require lifting, carrying, and moving work-related equipment.
 - Duties may require traveling to meetings and work assignments.
- Requires vision (which may be corrected) to read small print. Requires hearing (which may be corrected) to hear conversation in the classroom, on the phone and over the intercom system.
- Requires an ability to communicate effectively with parents, students, and staff. Carries out

the absent teacher's prepared lesson plans

Licenses and Certificates:

- CBEST.
- Possesses or is eligible for a 30-day substitute permit.

Performance:

Job performance is evaluated according to the policy provisions adopted by the Fremont Unified School District.

Nondiscrimination in Employment

The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer

The Fremont Unified School District Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

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