



## **SUBSTITUTE TEACHER**

### **PRIMARY FUNCTION:**

The position of Substitute Teacher, under the supervision of the site administrator and the Assistant Superintendent of Human Resources and/or designee, will function on call as needed as a substitute, on short term or long term assignments, at the Elementary, Middle School, High School, Continuation High School, Preschool Special Ed., Adult Ed., Opportunity, and Independent Study levels.

### **ASSIGNED RESPONSIBILITIES:**

1. Follow lesson plans effectively.
2. Responsible for utilization of functional student growth and development by identifying student needs, and refer to appropriate resources.
3. Demonstrate sensitivity to various family and cultural patterns in planning and following classroom activities.
4. Maintain attractiveness and cleanliness of room environment.
5. Work cooperatively with District staff, support personnel, local school staff, and parents to coordinate effective learning activities for students.
6. Supervise pupils in out-of-classroom activities during assigned work-time, and accept responsibility for maintaining behavior standards school-wide.
7. Maintain standards of pupil behavior needed to achieve a desirable learning atmosphere in and out of the classroom.
8. Provide a classroom climate and learning experience that will further the emotional, physical, social, and mental development of the student.
9. Assist regular certificated personnel as needed.
10. Act as a roving substitute to cover classrooms during I.E.P. meetings, or if regular classroom teachers have meetings.
11. May be asked to cover one-quarter, half-day, or three-quarter day assignments, as needed.
12. May be required to perform period supervision, or cover vacant assignments as needed during the instructional day.

13. Perform other related duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

1. Plan, prepare, follow and present lessons effectively.
  2. Work independently with little direction.
  3. Maintain an instructional program and a class environment favorable to learning and personal growth.
  4. Monitor students in classrooms, on school grounds and off-campus for school related activities.
  5. Utilize classroom discipline and management strategies.
  6. Maintain professional and positive relationships with students, parents, colleagues and administration.
  7. Ability to work in a diverse socio-economic and multicultural community.
  8. Operate a computer and job related equipment.
  9. Read, interpret, apply, and explain rules, regulations, policies, and procedures.
  10. Communicate effectively both orally and in writing.
  11. Keep records that meet the needs of the student and teacher.
  12. Adhere to School and District guidelines, policies and procedures.
  13. Maintain consistent, punctual and regular attendance.
  14. Read, write and speak English fluently.
  15. Perform other related duties as assigned.
- Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):
    - **Physical:**
      - a. Ability to push, pull, and transport instructional and/or presentation materials.
      - b. Ability to lift up to 35 pounds

- c. Ability to communicate so others will be able to clearly understand a normal conversation.
- d. Ability to understand speech at normal levels.
- e. Ability to bend, twist, stoop and reach.
- f. Ability to drive a personal vehicle to conduct business.
- g. Generally the job requires 20 percent sitting, 40 percent walking, and 40 percent standing.

- **Mental:**

- a. Ability to organize and coordinate schedules
- b. Ability to analyze and interpret data
- c. Problem solving
- d. Ability to communicate with the public
- e. Ability to read, analyze and interpret printed matter and computer screens
- f. Ability to create written communication so others will be able to clearly understand the written communication
- g. Ability to communicate so others will be able to clearly understand a normal conversation.
- h. Ability to understand speech at normal levels.

- **Environment:**

- a. Indoor – frequently
- b. Outdoor – occasionally (temperature variations)
- c. Ability to work at a desk and in meetings of various configurations.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree or higher

**CERTIFICATION REQUIREMENT**

- Valid and appropriate California teaching credential or Substitute Permit
- Basic Skills Requirement
- Must possess a valid California driver's license.

**DIRECTLY RESPONSIBLE TO:**

Site Administrator and Assistant  
Superintendent of Human Resources and/or  
Designee

**OVERTIME STATUS:**

Exempt

**BARGAINING UNIT STATUS:**

Exempt

**TERMS OF EMPLOYMENT:**

Salary and work year governed by the PSUSD  
Board of Education

**EVALUATION:**

Performance of this job will be evaluated in  
accordance with the provisions of the Board  
Policy on Evaluation of Certificated Personnel.

**Revised:**

**02/2020**

**Regulation Approved:**

**07/28/2020**