



## Paso Robles Joint Unified School District Job Description

**TITLE:** Secured Substitute Teacher

**CLASSIFICATION:** Certificated Subs

**WORK YEAR:** 180 days

**REPORTS TO:** Site Principal & Deputy Superintendent/HR

**SALARY:** \$176/\$200 per day

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### **BASIC FUNCTION:**

Under the direction of the site administrator. Provide classroom coverage as assigned when the regular teachers are absent. The Secured Substitute Teacher must be confident teaching a wide range of developmental age groups.

**ESSENTIAL FUNCTIONS:** *This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.*

The Secured Substitute Teacher is an integral part of the instructional staff and is expected to assume the same responsibilities as the regular classroom teachers including teaching in a manner that supports the district's Guiding Principles.

### **KNOWLEDGE AND SKILLS:**

- Flexible and willing to adapt to change at short notice
- Ability to teach day to day assignments or longer-term positions such as maternity leave or long term illness
- Uses initiative to solve problems when they arise and is willing to make decisions based on the best interest of students
- Experience in curriculum and assessment development
- Recent and relevant professional development
- Previous teaching experience
- Ability to communicate well with students
- A strong ability to communicate with parents, while understanding the approach to communication may vary according to the developmental needs of students within the grade level being taught.
- Willingness to help supervise extra-curricular activities
- A positive attitude, with a strong sense of humor. Wants to be part of a close community and able to contribute in positive ways to the culture of the school.
- Expertise in building active, collaborative classroom programs which encourage problem solving, critical thinking skills, and which develop a sense of classroom community and trust
- A solid understanding of school organization, programs and students
- A proven ability to differentiate instruction and integrate learning
- Ability to quickly adjust to different specialist subjects (Art, PE, Music, Spanish) and grade levels. Can take over classes with little advance notice. Improvises lessons in emergency situations where the teacher is unable to provide lesson plans.

### **WORK ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling, some stooping, kneeling. Generally, the job requires 30% sitting, 50% walking and 20% standing.

### **LICENSES AND CERTIFICATES:**

- Possess a California Teaching Credential
- Valid CA Driver's License