SAN MATEO COUNTY OFFICE OF EDUCATION
SUBSTITUTE TEACHER

The San Mateo County Office of Education maintains a pool of certified teachers for day-to-day substitute teaching assignments. In the absence of the classroom teacher, the substitute teacher provides instruction and manages the learning environment including support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Flexibility to accept Substitute Teaching assignments as requested at all SMCOE campuses;
- Reports to work on time to the office upon arrival at school and requests clarification of school rules and procedures, if necessary;
- 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;
- Provide supervision to assure health, welfare, and safety of all students;
- Implements lesson plans, while ensuring the integrity of academic time in a manner which motivates students to learn and participate;
- Implements positive behavior and classroom management techniques and strategies; implement behavior plans including data collection as required;
- Work cooperatively with multi-disciplinary teams to serve a diverse and challenging student population;
- Oversee the work and provide direction to paraeducators, as needed;
- Provide for the basic physical needs of students (e.g., toileting; diapering; maintaining classroom and/or student schedule with regard to medication and/or feeding; assist with hygiene needs);
- Maintains and respects confidentiality of student and school personnel information;
- Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible;
- Assist with field trips and community based outings, if needed;
- Provides a summary at the end of the day for the teacher including information on student progress and concerns;
- Dismisses all students from the classroom before leaving work for the day;
- Other duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:
- Child growth, development and behavioral characteristics;
- Positive behavior and classroom management techniques.

Ability to:
- Maintain a positive and professional demeanor;
- Maintain comfortable learning environment and utilize effective classroom management strategies;
- Collaborate with students, parents, professionals and agencies in a team environment;
- Exercise good judgment and initiative to resolve problems in a timely manner;
- Follow oral and written directions.
PROGRAM DESCRIPTIONS:

SPECIAL EDUCATION: The San Mateo County Office of Education provides special education programs for students whose needs cannot be met by their local district. Students, ages 3-22, and infants are served at sites throughout the County. Programs are provided for students with intensive needs and a variety of disabilities including emotional disturbance, autism, and deaf and hard of hearing, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury and/or visual impairment.

COURT SCHOOLS: The Court Schools provide education programs for students up through 18 years of age, in both self-contained and single subject classrooms. Court Schools are mandatory and serve students who have been court ordered to Probation Department programs.

COMMUNITY SCHOOLS: The Community School Program operates Gateway High School located in San Mateo. The Community School is a voluntary program for students who can benefit from an alternative school setting. Community Schools are permissive and serve students referred by probation and/or school districts. Individual student plans are developed to assist students to reach their goal of re-entry to their comprehensive high school, graduation, or GED completion.

REQUIRED QUALIFICATIONS:

Licenses & Other Requirements: A valid California credential that is based upon a Bachelor’s Degree and a Professional Preparation Program, a valid California 30 Day Substitute Permit, or meets the requirements to qualify to apply for the 30 Day Substitute Permit.

To qualify to apply for a 30 Day Substitute Permit, individuals need to possess a Bachelor’s Degree and have passed CBEST (California Basic Education Skills Test).

Those individuals who qualify to apply for the 30 Day Substitute Permit will be expected to obtain the permit if they are hired as a substitute teacher. The San Mateo County Office of Education will provide individuals with assistance to complete the 30 Day Substitute Permit application process.

WORKING CONDITIONS:

PHYSICAL DEMANDS OF THE JOB
Not limited to the following:
- Ability to stoop, bend, sit, stand, stretch, grasp, pull, push and walk;
- Ability to react quickly;
- Ability to lift 35 pounds (one person), and up to 100 pounds with two person lift;
- Sit, stand and walk for extended periods of time;
- Hearing and speaking to exchange information;
- Seeing to read a variety of materials;
- Dexterity of hands and fingers to operate a computer keyboard.