

**Roswell Independent School District
Job Description**

Job Title: SUBSTITUTE TEACHER/ASSOCIATE/SECRETARY

Reports To: ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES, DIRECTOR OF HUMAN RESOURCES AND/OR BUILDING PRINCIPAL

General Job Description:

The job of substitute is for the purposes of providing support to district employees whose job requires that a substitute be present during times of absence of teacher and/or associate during the school day.

Essential Duties and Responsibilities:

1. Report to work at scheduled time; 7.25 hours for teacher and 7 hours for associate/secretary (if full day).
2. Long Term Substitute teacher is required to complete lesson plans/grades and all other duties assigned to the teacher they are substituting for.
3. *Prior to the beginning of the school year, a substitute must be at least 18 years old for those seeking to perform instructional services in grades K-6 and must be at least 21 years old for those seeking to perform instructional services 7-12.*
4. Accept substitute assignments as offered.
5. Follow lesson plans/instructions of classroom teacher/associate and/or secretary.
6. Provide a secure, safe environment for students.
7. Substitute must request proper identification (I.D./Driver's license etc.) of person picking student up from school.
8. Maintain effective classroom management.
9. Implement successful strategies for teaching effective lessons.
10. Be prepared with grade-level appropriate educational environment for students.
11. At the end of the day, provide summary for classroom teacher/associate and/or secretary.
12. Comply with state and federal laws, RISD Code of Conduct and Code of Ethics, school board policies and procedures.
13. Work with a wide variety of individuals in a highly stressful environment.
14. Communicate in well-organized oral and written forms.
15. Make sound decisions and demonstrate intellectual capabilities.
16. Maintain confidentiality with sensitive matters.
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18. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
19. Work independently with very little supervision.
20. May be required to perform other functions/duties as assigned by teacher/associate/secretary and/or principal.

Supervisory Responsibilities:

None

Qualifications:

1. High School diploma or GED
2. Current Driver's license and Car Insurance.
3. Obtain satisfactory background check for District
4. Obtain satisfactory background check for PED Licensure (\$40.00 fee)
5. Obtain valid substitute teaching license (\$50.00 PED application fee)
6. Ability to travel from site to site.
7. Prior experience working with children, preferred.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

SUBSTITUTE TEACHER/ASSOCIATE/SECRETARY (CONT'D)

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date