

Substitute Classroom Instructor Job description - USD 289

Purpose: The substitute classroom instructor creates a positive learning environment to facilitate the personal, social, and intellectual development of students in the absence of the regular instructor. In order to respond to the individual needs and abilities of students, the substitute instructor must work closely with other staff and the administration of USD 289.

Responsible to: Building Principals

Qualifications:

1. High school diploma or equivalent.
2. Bachelor's degree from an accredited college/university
3. Current Kansas teaching certificate or emergency substitute teaching certificate on file in the District Office.
4. Health and Inoculation Certificate on file in the Central Office.
5. Desire to continue career improvement.

Essential Functions:

1. Facilitate the personal, social, and intellectual development of students.
2. Maintain a positive learning environment and respond to the individual needs of students.
3. Ensure that all activities conform to district guidelines.
4. Communicate effectively with all members of the school district and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Support the value of an education.
8. Support the philosophy and mission of U.S.D.. No. 289.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting and standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.

3. Requires stooping, bending, and reaching.
4. Must work indoors and outdoors year-round.
5. Must be able to work in noisy and crowded environments.

General Responsibilities:

1. Implement effective lessons in the absence of the regular instructor.
2. Motivate students through effective communication and evaluative feedback.
3. Demonstrate awareness of the needs of students and provide for individual differences.
4. Set high expectations for student achievement and behavior.
5. Establish and maintain a positive climate for learning through appropriate classroom management.
6. See that district policies are observed during all activities.
7. Obtain advance approval of the regular instructor and principal for all activities.
8. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
9. Other duties as assigned by the Principals, or any Administrative Staff.