

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Substitute Teacher

## GENERAL DESCRIPTION

The essential function of the position within the organization is to enable each child to pursue his or her education as smoothly and completely as possible in the absence of the regular teacher.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Reports to the building principal or designee or office manager upon arrival at the school building to sign in.

Reviews with the principal or designee or office manager all plans and schedules to be followed during the teaching day.

Substitutes are required to assist with student supervision and monitoring both before and after school as assigned.

Reports to the office manager for assignments during any administrative or planning periods in their daily schedule and in the event of an early release.

Report to the front office to sign out at the end of each day.

Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned.

Teaches the lesson outlined and described in the Teacher's lesson plan.

Consults as appropriate, with the building principal or designee, department head, or team leader before initiating any teaching or other procedures not specified during review.

Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods, if appropriate.

Reports in writing on the day's activities at the conclusion of each teaching day.

Follows all policies and procedures to which regular teachers are subject and which good teaching practice dictates.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned. Job assignments may change upon appointment at the discretion of the school Principal.)*

### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as

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assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations using data or information.

### **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Gives information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

### **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Has some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

### **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction, multiplication and division, and/or calculating ratios, rates and percents.

### **Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

### **Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-skilled work involving set procedures and rules but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

### **Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

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Impact of decisions is minor – affects only those in immediate work area.

## **Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.*

## **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required by Human Resources:

1. hold a high school diploma or equivalent and an AA/AS degree or a minimum of sixty (60) semester hours of credit from an accredited college or university; or
2. hold a high school diploma or equivalent and have a score of 464 or higher on the ETS Parapro exam; or
3. hold a high school diploma or equivalent and have passing scores on the CLAST exam; or
4. hold a high school diploma with restrictions to working within the K–8 classrooms; or
5. individuals vocationally certified in the District;
6. be at least eighteen (18) years of age; or
7. submit a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee to obtain a records check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI); and
8. complete an initial orientation/training program and other training required by Florida statutes.

### **Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

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Appropriate State of Florida professional certification as required and applicable

**Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires no prior experience. May require a short demonstration of proficiency and skill.

**AMERICANS WITH DISABILITIES REQUIREMENTS**

**Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

**Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, disease/pathogens.

**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Building Administrator

**Supervises:**

Classroom Assignment(s)

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PAY GRADE: From: 701.01 To: 701.06  
Number of Months: Number of Days: Hours: 7.5  
Non-Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 3/18/2016