

Teacher – Full-Time Substitute

- QUALIFICATIONS:** Valid Kansas license at the appropriate level with applicable endorsement(s).
- REPORTS TO:** Building principal or designated administrator
- SUPERVISES:** Students and support staff assigned to individual classroom
- JOB GOAL:** To provide for and promote the improved motivation, academic achievement, and physical and personal well-being of all students assigned to them.
- FULL / PART-TIME** Full-time
- FSLA STATUS:** Exempt from overtime

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

I. TEACHING TECHNIQUES

- A. Implements the teacher lesson plans to ensure time on learning
1. Reviews and previews all applicable lessons and skills taught and previously taught.
 2. States and gives the purpose of instructional objectives, when appropriate.
 3. Provides input, responses to students, activities and questions that are relevant to the objective. (teaches to objectives)
 4. Demonstrates or models with activities which are relevant to the topic being taught.
 5. Provides guided practice to reinforce concepts.
 6. Utilizes lesson summary and closure techniques.
 7. Appropriately applies the principles of learning so students learn more, faster with increased retention and transfer to other learning situations.
 8. Provides independent practice activities for students.
 9. Checks for understanding at each level of instruction.
 10. Uses a variety of teaching models or strategies and techniques.
 11. Provides a sufficient amount of time for the achievement of learning behavior outcomes.
 12. Promotes covert and overt active participation, striving for student involvement.
 13. Converts transition time into learning time.
- B. Provides positive motivational experiences
1. Responds positively to students.
 2. Gives appropriate feedback to students.
 3. Encourages creative expression from all students.
 4. Stimulates creative thinking.
 5. Helps students develop efficient learning skills and work habits.
- C. Communicates effectively with students
1. Communicates clearly.
 2. Uses correct oral and written language.
 3. Gives directions in a clear, explicit manner.
 4. Uses a variety of verbal and nonverbal teaching methods.
 5. Utilizes appropriate questioning techniques. (Dignify, prompt, and hold students accountable.)
 6. Provides structuring comments which clarify the tasks and help the lesson proceed smoothly.
 7. Uses appropriate vocabulary for level of students.

8. Summarizes effectively.

D. Displays knowledge of curriculum and subject matter

1. Clearly states the purpose of the topic or activity, when appropriate.
2. Makes specific topics and activities relevant to the content.
3. Identifies the critical attributes of the concepts and generalizations being taught.
4. Uses appropriate examples and illustrations.
5. Selects and presents subject matter which is accurate and up-to-date.
6. Identifies knowledge and skill subsets that are essential to accomplish objectives.
7. Maintain current knowledge of technology and implement use in classroom

E. Provides opportunities for individual differences

1. Uses knowledge of students to design educational experiences.
2. Paces instruction according to the content.
3. Recognizes differences among students in the rate at which they learn.
4. Provides extra help and enrichment activities.
5. Presents subject matter which is appropriate for abilities and interests of the students.

F. Demonstrates skills in classroom management

1. Insures that materials and information can be read, seen and/or heard by the students.
2. Maintains an orderly classroom.
3. Delegates appropriate responsibilities and tasks to students.
4. Holds students accountable for their work.
5. Gives clear, concise directions.
6. Develops, enforces and maintains classroom rules, routines and procedures and monitors student compliance with such rules; applies behavioral modification techniques when needed.
7. Adjusts physical arrangements and modifies noise levels in order to accommodate a variety of learning styles.
8. Selects activities appropriate to the physical attributes of learning materials.

G. Sets high standards for student behavior

1. Manages discipline problems in accordance with administrative regulations and school board policies.
2. Establishes and clearly communicates parameters for student classroom behavior.
3. Promotes self-discipline.
4. Manages disruptive behavior constructively, using reinforcement theory when appropriate.
5. Demonstrates fairness and consistency in the handling of student problems.
6. Maintains a classroom which is conducive to good health, self-dignity, and safety.
7. Promotes a classroom environment which encourages positive peer group interaction.
8. Teaches and reinforces appropriate social behaviors.

II. INTERPERSONAL RESPONSIBILITIES

A. Demonstrates effective interpersonal relationships

1. Makes use of support services as needed.
2. Shares ideas, materials, and methods with other teachers.
3. Works cooperatively in study groups.
4. Informs administrators and/or appropriate personnel about school-related matters, issues, and concerns.
5. Promotes and enhances community involvement with the school.
6. Works cooperatively with all school district employees.

- B. Demonstrates awareness of student needs
 1. Strives to meet the individual needs of handicapped students.
 2. Shows sensitivity to physical and emotional development of students.
 3. Is aware of special health needs of students.
 4. Deals appropriately with substance abuse by students.
 5. Demonstrates an understanding and acceptance of non-sexist, multi-cultural and multi-ethnic aspects of society.
 6. Makes an effort to know and to teach each student as an individual.
- C. Promotes positive self-esteem
 1. Provides opportunities for all students to achieve recognition for appropriate and constructive behavior.
 2. Provides opportunities for each student to achieve success consistently.
 3. Promotes students' self-control and self-discipline.
 4. Promotes positive self-image in students through development of positive self-esteem.

III. PROFESSIONAL RESPONSIBILITIES

- A. Demonstrates employee responsibilities
 1. Regular attendance is an essential function of the job.
 2. Demonstrates punctuality in regard to school-related events.
 3. React to change productively and handle other tasks as assigned
 4. Obtain advance approval of the principal for all activities and expenditures
 5. Provides accurate data as requested for management purposes
 6. Is prompt and accurate in performing duties.
 7. Uses discretion in handling confidential information and difficult situations
 8. Upholds the professional code of ethics
 9. Acts in a manner which positively reflects the school and USD No. 407
 10. Maintains a valid driver's license.
- B. Supports district regulations and policies
 1. Adheres to authorized Board of Education policy.
 2. Selects appropriate channels for resolving concerns and problems.
 3. Strives to stay informed regarding Board policy, building policy, and regulations applicable to his/her position.
- C. Strives to improve performance
 1. Participates in professional activities to improve knowledge of academic content and curricular and instructional skills and strategies.
 2. Establishes and pursues goals and performance improvement objectives and/or plans.
 3. Attends professional meetings and staff development activities which will enhance teaching skills in the classroom.

Duties and Procedures of Employees

1. Line of Authority – Employees shall be directly responsible to the principal of their respective attendance center. They shall promptly and consistently carry out the instructions of their principal and the Superintendent.
2. Knowledge of Policies and Regulations - It shall be the duty of the employee to be informed concerning the rules, policies and regulations of the Board of Education, as stated in the policy handbook.

3. Discipline---Line of Authority, Etc. – Employees shall be responsible for the discipline of pupils enrolled in their classes, but shall have the freedom of consulting with the principal. In case of a serious problem, the teacher and principal, or head teacher, shall confer with the Superintendent of Schools.

The employee shall have the power to send students to the principal, and/or head teacher's office when unmanageable disciplinary problems occur. The employee shall make immediate reports of any unusual disorder among students under their charge.

4. Early Dismissal of Pupils - Employees shall not dismiss their pupils earlier than the regularly-scheduled time without the permission of the principal or Superintendent.
5. Professional Attitudes - It is expected that all employees maintain a professional attitude in their relationships with their students and fellow teachers. They shall not, at any time, engage in controversial school issues in the presence of students. Matters in which employees may be in disagreement should be discussed in private.
6. Care of Property and Equipment - Employees shall be responsible for the proper care of all technology devices, books, apparatus, bulletins, supplies, and furniture owned by the district.
7. Lending of School Property - Public school property cannot be lent for personal use under any circumstances, except on direct authorization of the Superintendent.
8. Acting as Agents Prohibited - Employees shall not act as agents, or accept commissions, royalties, or other rewards for books or other school material, the selection or purchase of which they may influence.
9. Serving on Committees - Employees will frequently be asked to serve on committees which will be formed during the course of the year for improvement of some phase of the school's program.
10. Relations with Custodians - All orders from employees to custodians shall be made through the principal, except in the case of unsatisfactory room temperature, or emergency.
11. Responsibility for Professional Growth – Employees shall observe all school regulations, seek professional growth, and participate in curriculum study.
12. School Duties - During school hours, employees shall devote their time exclusively to school duties. Plans and reports shall not be prepared during hours when teachers are in charge of pupils.
13. Loyalty Oath - Before entering upon the duties of his/her office of employment, each person to be employed by the state or any agency thereof or by any county, city or municipality of the state including any school, college or university supported in whole or in part by public funds collected under any tax law of the state or any municipality thereof shall be required to subscribe in writing to the oath set out in K.S.A. 54-106. (K.S.A. 75-4308)

The information contained in this job description is for compliance with the American with disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions in board policy *GCI Classified Employee Evaluation*.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

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| <u> </u> | 1. Very rarely requires exertion beyond walking. |
| <u> X </u> | 2. Very rarely requires physical exertion beyond walking or climbing stairs. |
| <u> </u> | 3. Requires prolonged (over 50% of the time) standing and walking. |
| <u> X </u> | 4. Requires prolonged (over 75% of the time) standing and walking. |
| <u> X </u> | 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials. |
| <u> </u> | 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials. |
| <u> </u> | 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials. |
| <u> </u> | 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials. |
| <u> X </u> | 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds. |
| <u> X </u> | 10. Driving skills and physical ability required to drive vehicle. |
| <u> X </u> | 11. Must work in noisy and crowded environments |
| <u> X </u> | 12. Must work in various indoor/outdoor climate conditions. |

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.