



**Job Title:** Substitute Teacher  
**Reports to:** Building Principal  
**Work Schedule:** On-Call Basis  
**Salary:** Per Marysville Education Association negotiated salary schedule

**Position Summary:**

In the absence of the regular classroom teacher, the Substitute Teacher will create a program and class environment favorable to learning and personal growth of students which facilitates student success in academic and interpersonal skills through implementing district-approved curriculum; motivate students to develop skills, attitudes, and knowledge needed to provide a good foundation in life, and establish good relationships and rapport with students, parents, and staff members.

**Desired Skills:**

- Ability to remain flexible to changes in assignments or situations
- Ability to perform a variety of specialized tasks; maintain records; establish and maintain cooperative working relationships with students, parents, and school personnel; work as a team member; and meet schedules and deadlines
- Ability to use a variety of teaching strategies which may include cooperative learning, constructive instruction, or additional research based facilitation
- Ability to define excellence by standards of performance
- Knowledge and application of quality classroom based assessment practices
- Knowledge of the unique physical, psychological and social changes students experience and a desire to help them grow in these particular areas
- Skills in establishing and maintaining effective working relationships with a wide variety of people
- Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds, and direct and evaluate support personnel
- Skills in classroom management and organizational techniques

**Essential Job Functions:**

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Prepare teaching materials and reports for the purpose of implementing lesson plans and providing documentation of teacher and student progress
- Monitor student activities for the purpose of providing a safe and optimal learning environment
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- Report incidents (child abuse, fights, substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and adhering to education code and district and school policies
- Provide an exceptional educational experience to all students; communicate an enthusiasm for learning
- Provide clear and focused instruction for all students by using a variety of teaching strategies to meet the needs of all students to assure successful learning through a defined course of study
- Advise parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvement and/or reinforcing classroom goals in the home environment
- Assess and monitor students for the purpose of providing feedback to students, parents, and administration regarding student progress, expectations, and goals by using quality classroom-based assessments
- Collaborate with school personnel, parents, and various community agencies for the purpose of improving the quality of student outcomes, developing solutions, and planning curriculum and willingness to work with grade level team
- Direct instructional assistants, volunteers, and/or student aides for the purpose of providing an effective school program and addressing the needs of individual students and be supportive of parent volunteers in the classroom

**Essential Job Functions (continued):**

- Utilize district adopted curriculum to guide instruction
- Establish and maintain standards of student behavior needed to provide an orderly, productive environment for learning
- Communicate regularly and positively with parents
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

**Minimum Qualifications:**

- Valid Washington State Teaching certificate
- Appropriate endorsement for substitute position preferred
- Meet NCLB Highly Qualified requirements for subject area preferred
- Excellent oral and written communication skills
- Successful teaching experience at appropriate grade level preferred
- Experience and/or knowledge of age appropriate teaching methods and state curriculum framework as pertains to implementation of Washington State Essential Academic Learning Requirements
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training thirty (30) calendar days from hire date

**Work Environment:**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; and must be able to stoop, crouch, crawl, bend, kneel, stand for periods of time, and lift in order to assist a student with personal care. The employee is required to deal with distraught and/or angry persons and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

**Evaluation**

The substitute shall be evaluated by the Building Principal or assigns pursuant to the currently established district procedures and evaluation criteria.

**Classification History**

Job description developed January 2006.

Job description revised November 2008.

Job description revised April 2011.

Job description revised April 2012.