

DELANO UNION SCHOOL DISTRICT

SUBSTITUTE TEACHER TK-8

JOB SUMMARY:

Under the direction of the Superintendent or designee, provides instruction to students as a substitute for the teacher of record, in the event that the teacher of record is absent from their assignment, and/or participating in professional development, classroom observations, coaching sessions, or other school-related activities.

REQUIRED QUALIFICATIONS:

1. Credential: Valid California teaching permit or credential authorizing service in the area of assignment authorized by the California Commission on Teacher Credentialing.
2. Education: Bachelor's Degree.
3. Personal Qualities: Demonstrated interpersonal and organizational skills; demonstrated capacity to work successfully as part of a team; demonstrated commitment to positive, collaborative relationships with students, staff, parents and community; maturity and professional demeanor.
4. Other qualifications: General knowledge of school programs, operations, and policies; willingness to obtain additional training in areas related to job function.

ESSENTIAL FUNCTIONS OF THIS POSITION:

- A. Delivers instruction based on the applicable curriculum standards and frameworks, and based on District-adopted curriculum materials and courses of study.
- B. Implements lesson plans provided by teacher of record, or by other instructional staff acting on behalf of the teacher of record. Develops lesson plans if/when needed under the guidance of academic coaches, grade level chairs, and other instructional leaders.
- C. Utilizes a variety of instructional skills and methods. Adapts teaching methods and instructional materials to meet students' varying needs and interests.
- D. Collaborates with academic coaches, grade level teachers, and other staff to ensure integrated curriculum.
- E. Provides individual and small group instruction in order to adapt curriculum to needs of students with varying intellectual and artistic abilities and to accommodate variety of instructional activities.

- F. Implements District policies in relation to student conduct. Establishes and maintains standards of student behavior needed to provide orderly and productive environment.
- G. Maintains professional competence through in-service education activities provided by the District and/or in self-selected professional growth activities.
- H. Maintains auditable record of student attendance and makes daily reports of students absent each period.
- I. Communicates with parents, teachers, and support staff on student progress.
- J. Participates in curriculum and other developmental programs within school of assignment or on District level.
- K. Utilizes the student information management system and other computer applications relevant to assignment.
- L. Perform other duties as assigned.

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis:

- | | |
|---------------------------|--------------------------------|
| 1. Seldom = Less than 25% | 3. Often = 51.75 |
| 2. Occasional = 25 – 50% | 4. Very Frequent = 76% & above |

- 2 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand and circulate for extended periods of time.
- 2 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 3 d. Ability to hear and understand speech at normal levels.
- 3 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 f. Ability to bend and twist, stoop and kneel, crawl, push, pull.

- 2 g. Ability to lift 25 lbs.
- 2 h. Ability to carry 25 lbs.
- 2 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION:

1. Gives, understands, and carries out oral and written directions; works effectively in challenging situations and in changing conditions.
2. Attend and participate in staff and district meetings as assigned.
3. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
4. Adheres to District standards of confidentiality.
5. Meets timelines and schedules.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of their responsibilities, duties and skills required of personnel so classified.

Board Approved: 9/13/21