

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: SUBSTITUTE

GENERAL DESCRIPTION: The Substitute is an important member of our school family. A student supervisory, instructional substitute is responsible for providing student supervision and a continuity of instruction within the classroom in the absence of an assigned teacher or paraprofessional. A non-supervisory, instructional substitute is responsible for fulfilling the duties of a staff member not responsible for student supervision and instruction. Candidates will be processed by the district office. Substitutes will be subject to a successfully completed criminal background check and successful performance evaluation after each assignment. Substitutes are to abide by school district policy and school rules and regulations and are subject to all state and federal law.

QUALIFICATIONS:

1. High school graduate, paraprofessional or teacher certification preferred
2. Knowledge of schools
3. Strong communication skills
4. Ability to work cooperatively with school staff and administration
5. Ability to supervise and work cooperatively with students
6. Ability to provide instruction as outlined in substitute plans

CLASSIFICATION: This position is designated as an “at will” position not under written contract for any specified period and subject to School Board Policy.

REPORTS TO: School Substitute Coordinator and School Principal

PERFORMANCE RESPONSIBILITIES:

1. Respond to calls for your service from the Substitute Coordinator and keep your commitment.
2. Report to the school office before each day's assignment for instructions.
3. Be at your assigned work assignment.
4. Ask questions if the plans or information is unclear.
5. Become familiar with emergency, fire, and lock-down procedures.
6. Perform the same duties as the staff member for whom you are substituting.
7. Keep any knowledge or material concerning the school confidential.
8. Supervise students at all times.
9. Leave your work area in good order.
10. Report to the school office at the conclusion of the day.
11. Abide by the information contained within the school and district substitute handbooks.
12. Other responsibilities associated with this position.

WORKING ENVIRONMENT: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch. The employee is required to supervise students requiring the employee to match walking speed that matches the student. The employee must occasionally lift, carry, move and/or restrain school-age students. Employee must occasionally move equipment and/or supplies. Employee is occasionally required to drive. Employee is regularly required to handle stressful situations and resolve conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The job is performed for the most part in a school setting with occasional outside weather conditions. The noise level is that of a typical school setting.

TERMS OF EMPLOYMENT:

1. Compensation is per day is set by School Board Policy.
2. Compensation is differentiated into substitute teacher, substitute support staff, and substitute nurse classifications.
3. Clear criminal background check

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.