

**Chittenden Central Supervisory Union
Job Description**

JOB TITLE:	Substitute Teacher
FLSA STATUS:	Exempt
UPDATED:	3/10/03

POSITION OBJECTIVES: To enable each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Reports to the building principal or school secretary upon arrival at the school building.
- Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching 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 Substitute Folder as prepared by the absent teacher.
- Consults as appropriate, with the building principal, department head, or team leader before initiating any teaching or other procedures not specified in the Substitute Teacher's Folder.
- Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
- Reports in writing, on the form provided in the Substitute Folder, on the day's activities at the conclusion of each teaching day/period/block.
- Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.

SUPERVISION RECEIVED: Reports to the school principal or department head.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

1. Education/Experience/Licenses. An individual must meet at least one of the following:
 - A. Hold or be eligible to hold a valid teaching license in the state of Vermont or any other state.
 - B. Hold or be eligible to hold a valid RN or LPN license, Cosmetology license, Dental Assisting certification or other professional/technical license/certification issued by the state of Vermont.

- C. Hold or be eligible to hold an undergraduate degree from an accredited college.
 - D. Relevant experience and/or training that demonstrate fitness for substitute teaching through alternative methods to A, B, and C (above) as approved by the Superintendent or his/her designee.
 - E. Is a former or present participant in one of the pre-service teacher programs within the Chittenden Central Supervisory Union or any of its affiliated school districts who has demonstrated fitness for substitute teaching. Pre-service teacher programs shall include the student teaching or post-baccalaureate programs, internships, apprenticeships, and other teacher training programs.
 - i. Unless the individual meets the qualifications listed under A, B or C above, former pre-service teachers shall be limited to substitute teaching within the same school or department in which training was received.
 - ii. Present pre-service teachers shall be limited to substitute teaching within the same school or department in which they are receiving their training upon written certification by the Principal or Technical Center Director attesting to the individual's fitness for substitute teaching using the established *Pre-Service Teacher Qualification* form.
2. Language Skills. Ability to read and interpret documents such as lesson plans, safety rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions from groups of students. Ability to speak effectively before the school principal and other employees of organization.
 3. Computer Skills and Experience. Knowledge and experience with Word Processing programs and databases desirable.
 4. Reasoning Ability/Mental Requirements. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
 5. Communication & Interpersonal Skills. Ability to communicate courteously, effectively, and respectfully with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with students, peers, supervisors, parents, and outside agencies.
 6. Satisfactory Criminal Background and reference checks

PHYSICAL EFFORT AND STRESS. 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; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and extreme cold. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUBSTITUTE ACKNOWLEDGEMENT

I, _____ have read and understand
(please print first and last name)

the duties, responsibilities, expectations, guidelines, and policies outlined in the Substitute Teacher Handbook and corresponding job description. I further understand that my employment within the CCSU districts is "at will", which means I can terminate the employment relationship at any time for any reason, or no reason at all, without notice. Likewise, I understand the Superintendent or his/her designee reserves the right to add or remove my name from our substitute list at his/her discretion at any time for any reason, or for no reason at all, without notice. I further understand that the Superintendent or designee also reserves the right to limit my assignment/placement as s/he deems appropriate. I also understand that the decisions made by the Superintendent on these matters shall be final, and are not subject the CCSU Complaint policy or procedure outlined in Police File Codes KLE and KLE-R.

Reviewed and agreed to by: _____ Date: _____
(Substitute)

Approved by: _____ Date: _____