

Job Description

Job Title:	Substitute Teacher
Employment Location:	Circle of Nations Sequoia Hall 832 North 8 th Street Wahpeton, ND 58075
Department:	Academic
Immediate Supervisor:	School Principal
Pay Status:	Exempt
Calendar Classification:	9- Month Staff
Terms of Employment:	Salary and work year to be established by the school board. Duty hours to be determined by need. Not to exceed 320 hours per year.
Evaluation:	Performance of this job will be evaluated in accordance with the provisions of the school board's policy on evaluation of staff personnel.
Education/Qualifications:	Current North Dakota Teaching Certificate, BS degree with major/minor endorsement in elementary education, and such alternative to the above qualifications as the school board may find appropriate and acceptable. Must possess a valid driver's license.
Physical Activity:	Employee will be required to stoop, kneel, stand, walk, sit, lift, speak, and hear.
Physical Requirements:	Employee shall be able to exert up to 20 lbs of force occasionally and up to 10 lbs of force frequently to lift, push, pull, carry or otherwise move objects, including the human body.
Mental Requirements:	Employee shall be able to appropriately adapt to mildly stressful and/or emotional situations.
Working Conditions:	Worker is subject to activities that occur indoors and outdoors. Outside temperatures range from below 32 degrees to above 75 degrees.

Curriculum and Instruction

- The substitute teacher shall be responsible for providing an effective program of instruction based on the needs and capabilities of the individuals or student groups involved and in accordance to classroom teacher plans.

Teamwork and Collaboration

- The substitute teacher shall be responsible for establishing and maintaining a cooperative relationship with other staff members.
- The substitute teacher will attend and participate in faculty, department, and school meetings at the request of the immediate supervisor.

Communication and Documentation

- The substitute teacher will assess the accomplishments of students and provide progress reports to the classroom teacher.
- The substitute teacher shall be responsible for maintaining records as required by law, school policy, and administrative regulations.
- The substitute teacher shall be responsible for interaction with students, school staff personnel, and the public.
- The substitute teacher must demonstrate effective oral and written communication.

Training and Professional Growth

- The substitute teacher shall be responsible for seeking assistance for students with special needs.
- Must be able to obtain the appropriate certification, licensing requirements or training in the following areas:
 - Crisis Prevention Intervention (CPI)
 - Cardiopulmonary resuscitation (CPR)
 - Automated external defibrillator (AED)
 - First Aid
 - Child Abuse and Mandated Reporting requirements and procedures
 - Confidentiality requirements and laws
 - Family Education Rights and Privacy Act (FERPA)
 - Student Rights
 - Student Check out Policy
 - Continuity of Operations Plan (COOP) Plan
 - Blood Borne Pathogens
 - Emergency Response Plan (ERP)
 - Fire Safety and Fire Drills

Supervision/Safety/Student Management

- The substitute teacher will meet the assigned students at the times designated by the immediate supervisor.
- The substitute teacher must take necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- The substitute teacher shall be responsible for assisting the administration in implementing policies and/or rules governing student conduct and enforcing reasonable rules for behavior. Maintains order in a fair and just manner.
- The substitute teacher will perform other tasks and assume responsibilities of a professional nature as assigned by the superintendent/principal of the school and his/her designee.

Note: The signatures below indicate that the employee and administrator have discussed the elements of this job description. Employee signature indicates an understanding of the job description and an understanding that his/her job performance will be evaluated based upon these criteria.

Employee

Date

Principal

Date