



## **Substitute Teacher Job Description**

An ESS substitute teacher assists with classroom instruction in the absence of a regular teacher. This person follows and teaches lesson plans, aids students in understanding subject matter, and ensures that regular classroom routines are followed in accordance with the goals and directives of the district and the state.

### **Key Responsibilities**

- Report to office upon arrival at school; check mailbox of absent teacher for materials requiring immediate attention; request clarification of school rules and procedures, if necessary
- Implement lesson plans, while ensuring the integrity of academic time and in a manner, which motivates students to learn and participate
- Organize students for effective instruction
- Report all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible
- Supervise students out of class such as in the hallways and in the cafeteria
- Dismiss all students from the classroom before leaving the building
- Collect and place students' papers in regular teacher's desk
- Return instructional materials, equipment, and keys to proper place
- Respect and maintain confidentiality of student and school personnel information
- Maintain discipline and classroom control that fosters a safe and positive learning environment for all students and staff in accordance with school policies
- Ensure the adequate supervision to assure health, welfare, and safety of all students
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Perform other related duties as assigned by building administrator(s) in accordance with school/state policies and practices

### **Knowledge & Skills**

- Follow oral and written directions
- Understand and follow lesson plans
- Establish effective working relationships with staff and students
- Set the proper tone from the beginning for classroom management

- Flexible, friendly, and good at establishing quick rapport with students
- Maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information

### **Special Requirements**

- Candidate must attend an orientation/training session and complete required district and state credentialing requirements (Background check, Fingerprinting)
- Regular instruction to special needs children may be necessary

### **Physical Requirements**

- Perform duties typically in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas
- Frequent walking, standing, stooping, lifting, up to approximately 30 pounds and occasional lifting of equipment may be required; other physical activities may be required
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Subject to inside and outside environmental conditions, noise, and hazards
- Occasional movement of students by wheelchairs and other mechanical devices may be required
- Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days
- Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute

### **Advantages of Being an ESS Substitute Teacher**

- Flexible Hours - Choose the days and locations where you want to substitute; work up to 5 days per week
- Health Benefits - Receive a variety of insurance options including medical, dental, vision, life, disability, critical illness, and accident
- Weekly Pay & 401(k) - Gain fast access to your hard-earned wages and take advantage of the retirement through our tax-advantaged 401(k) plan
- Training - Participate in our interactive training course and accessible online modules ensure you are well-prepared
- Employee Programs - Enjoy our monthly raffles, Employee of the Month program, referral program, and employee discount program

*ESS is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.*