



RIALTO UNIFIED SCHOOL DISTRICT

Substitute Teacher Job Description

DEFINITION:

A substitute teacher is employed on an on-call day-to-day basis. Substitutes are expected to fulfill all functions of the substitute position in a satisfactory manner. Under the direction of the site administrator and the Associate Superintendent of Personnel or designee, to function on call as needed as a substitute, on short term or long term day-to-day assignments, at the Elementary, Middle School, High School, Continuation High School, Preschool, Special Education, Opportunity, and Independent Study levels.

ESSENTIAL JOB FUNCTIONS:

- Responsible for continuous supervision of students in the classroom.
- Follow lesson plans effectively.
- Responsible for student academic growth and development in meeting student academic needs by providing appropriate and approved instruction.
- Demonstrate sensitivity to various family and cultural patterns in planning and monitoring classroom activities.
- Maintain attractiveness and cleanliness of room environment.
- Work cooperatively and collaborative with District staff, support personnel, site level staff, and parents to provide effective learning activities for students.
- Supervise pupils in out-of-classroom activities during assigned work-time, and accept responsibility for maintaining behavior standards school-wide.
- Maintain standards of pupil behavior needed to achieve a desirable safe learning environment in and out of the classroom.
- Provide a classroom climate and learning experience that supports the emotional, physical, social, and mental development of the student.
- Follow all district handbook guidelines and site level regulations/procedures.
- Assist regular certificated personnel as needed.
- Act as a roving substitute to cover classrooms as assigned or directed.
- May be asked to cover one-quarter, half-day or three-quarter day assignments, as needed.
- May be required to perform period supervision, or cover vacant assignments as needed during the instructional day.

QUALIFICATIONS

Knowledge of and ability to:

- Read, write, and speak English fluently.
- Plan, prepare, follow, and present lessons effectively.
- Maintain a climate conducive to student learning.
- Maintain classroom discipline and apply classroom management strategies.
- Develop and maintain open channels of communication between students and staff.
- Keep records that meet the needs of the students and teachers.
- Adhere to school and District policies and guidelines.

Experience and Education:

- Possession of bachelor's degree from an accredited college or university
- Proof of passage of CBEST or valid California teaching credential
- Fingerprints on file as required by State Law
- TB Skin Test as required by State Law.

SALARY:

Substitute Teacher pay schedule: \$115.00 per day for daily/short term assignments; \$125 per day for long-term assignments beginning on the 21st consecutive day of service, which is retroactive to the first day of the assignment.

The normal working day is 6 hours per day; however, substitute teachers are expected to be available for one-quarter, half-day and three-quarter day assignments when needed.

PHYSICAL DEMANDS

Physical class:

Moderate lifting - 40 pounds maximum with occasional lifting and/or carrying objects weighing up to 5 pounds.

Work area requirements:

Regular classroom, in the common areas, parking lot, bus stop areas and possibly field trips. Ability to use common school hand tools, computer, telephone and photocopy machine. Ability to transverse any part of a 10 acre campus which would include asphalt, sidewalks, grass on playgrounds, dirt, and bus areas.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours

Frequently/Medium - 3 to 6 hours

Constantly/High - 6 to 8 hours

Stooping: Occasionally

Bending: Occasionally

Lifting: Occasionally

Reaching: Occasionally

Handling: Frequently

Crouching: Occasionally

Grasping: Frequently

Fingering: Occasionally

Carrying: Frequently

Standing: 0-30 minutes to 1 hour

Kneeling: Not required

Sitting: 0 or may sit 60 minutes a day

*Driving: Occasionally

Walking: Frequently - up to 4 ½ hours a day

Push/Pull: Occasionally

**Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.*

Frequent motion:

Twisting: Not required

Wrist flexion: Yes - Occasionally

Reaching to shoulder level: Yes - Occasionally

Reaching to above shoulder level: Yes - Occasionally to put up classroom decorations

Forward shoulder/neck flexion: Yes - Occasionally

Elbow flexion/extension: Yes - Frequently

Reaching below shoulder level: Yes - Frequently

Sensory requirements:

Ability to see: Constantly

Ability to talk: Constantly

Ability to touch: Constantly

Ability to hear: Constantly

Ability to smell: Constantly

Must be able to deal with these environmental considerations:

Odor: Not required

Humidity: Yes, occasionally

Moisture: Not required

Working inside: 95% of the day

Floor may be slippery at times: Yes, when painting

Working in close quarters with others: Yes, all day long

Heat: Has own air conditioning/heating may break down

Noise: Must be able to work around "productive noise"

Fluorescent lights: Yes, all day long

Working outside: 5% of the day

This job requires:

Alertness: Constantly

Attention to detail: Constantly

Ability to work in temperatures down to 40 degrees and up to 110 degrees.

Recall of names and dates: Yes

The use of two hands: Constantly

Ability to deal with psychological factors:

Team work: Yes

Frustration: Medium

Repetitive tasks: Yes

Level of responsibility: High

Must keep up with schedule: High

Able to work overtime as needed: High

Dealing with angry parents, students: Yes

Physiological Factors:

Must maintain a high level of consciousness: Yes

Orientation to time, place or person: Yes

Ability to read at 12th grade level: Yes

Ability to comprehend and follow directions: Yes

Able to keep up a high activity level during the shift: Yes