



## Job Description

<b>Position Title:</b>	Teacher, Substitute		
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<b>Reports to:</b>	Campus Principal/Department Head		
<b>Terms of Employment:</b>	<ul style="list-style-type: none"> <li>At Will employee agreement</li> <li>Salary is in the Substitute Pay Rate Schedule on the SAISD Compensation Plan <a href="https://www.saisd.net/page/substituteteachers">https://www.saisd.net/page/substituteteachers</a></li> </ul>	<b>FLSA Classification:</b>	Non-Exempt
<b>Funding Source:</b>	This position is locally funded		

### Position Summary

Deliver instruction, provide support to staff/students, and perform related job duties/responsibilities during the absence of the regular employee. Ensure the safety of students, materials, and school equipment. Substitute teachers should follow the regular teachers' lesson plans and maintain discipline in the classroom at a level in which learning can take place. The responsibilities of the Substitute Teacher should be carried out in a climate of respect and caring for the students.

### Essential Functions / Key Responsibilities

1. Conduct instructional activities outlined by teacher and/or lesson plan(s).
2. Provide teaching instruction virtually and/or face to face in a manner that ensures the integrity of academic time and motivates students to learn and participate.
3. Use relevant technology to support and differentiate instruction
4. Instruct and monitor students in the use of learning materials and equipment.
5. Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
6. Must be reliable and commit to work at least four (4) days a month during the instructional school year.
7. Maintain regular classroom schedule.
8. Maintain a safe and orderly classroom and classroom environment.
9. Maintain social distancing, cloth face coverings, hand hygiene as required/applicable.
10. Maintain healthy environments, support healthy hygiene practices, routinely clean, and disinfect objects and surfaces that are frequently touched.
11. Provide supervision of students with instruction or activities that may fall within or outside the classroom environment.
12. Support mission of school district by serving as a positive role model for students.
13. Follow District guidelines in maintaining classroom management, appropriate discipline, student safety, and confidentiality regarding student information.
14. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.
15. Dress in a professional manner consistent with school policies.

### Special Education Assignments



## Job Description

Supervise teacher assistant's duties, which may include feeding, hygiene, positioning, transferring to and from wheelchair. May provide assistance to other staff using crisis intervention techniques and other behavior modification procedures

### Minimum Requirements

- High school diploma or GED (recognized by the Texas Education Agency or a regional accrediting agency) or higher.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

### Knowledge, Skills & Abilities

- Ability to interact effectively with diverse groups of students in a professional manner.
- Ability to effectively deliver lesson plan virtually and/or face to face while maintaining classroom management.
- Ability to follow oral and written instructions with limited supervision.
- Ability to adjust and adapt to a multitude of situations in the school environment.
- Ability to work as a member of a team to provide assistance to campus and staff.
- Keep informed of and comply with state, district, and school regulations, including attendance, punctuality, and confidentiality.
- Use effective and professional communication with District personnel.
- Comply with the Texas Educator's Code of Ethics.
- Daily attendance and punctuality at work are essential functions of the job.
- Demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.

### Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel.

### Supervisory Responsibilities / Direct Reports

- Supervision and evaluation of District personnel is not a requirement of the position; however, the supervision of students is required.



## Job Description

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_