ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Substitute Teacher

DEPARTMENT: Elementary School Education
Middle School Education; and /or
High School Education

REPORTS TO: Building Principal or designee

POSITION SUMMARY: The substitute Teacher provides instruction in an assigned classroom in the absence of the teacher.

ESSENTIAL FUNCTIONS:

- Kindle excitement about learning, encouraging flexible and critical thinking and development of communication skills.
- Assess the needs of the students and provide a suitable learning environment to meet their needs.
- Maintain order in the classroom and ensure a caring, safe learning environment, with clear routines and procedures designed to minimize disruption and maximize student on task time.
- Maintain safe and healthful conditions in the classroom and report promptly to the principal any serious accident or illness affecting students in the classroom.
- Evaluate each pupil's educational growth and development and make periodic reports to parents or guardians as well as to the designated school administrator.
- Provide instruction in assigned classroom implementing lesson plans provided by the teacher.
- Continue to improve classroom methods and techniques by attending workshops, summer school, professional meetings or conferences, and keep abreast of current educational innovations through professional literature.
- Work cooperatively with a building team in planning, supporting and providing instruction, and share with other staff the responsibility for supervision of activities and student behavior outside the regular classroom.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Encourage and provide the structure for ongoing, meaningful involvement of parents and community members in the classroom and school.
- Use technology to provide challenging instruction to students of all learning levels.
- Perform other instruction related activities as assigned by the building principal.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Minimum – Bachelor's Degree

EXPERIENCE: Appropriate academic background and coursework for the position. Successful teaching experience and effective work with school age students, preferred.

CERTIFICATES AND LICENSES: Valid Washington State Teaching Certificate with appropriate endorsements. Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and to maintain certification

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

_____	_____	_____
Name (sign)	Name (print)	Date