

SUBSTITUTE TEACHER

SUMMARY/SCOPE/GOAL

Responsible for providing instruction, managing the classroom environment, and promoting student learning in the absence of the regular classroom teacher. Substitute teachers must implement teacher lesson plans, assign student class work and homework, and maintain classroom control.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- HS Diploma
- Substitute Training (waived for Certified Teachers), Active Assailant Training

PREFERRED/DESIRED:

- BA/BS

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- District issued certificate (waived for FL DOE certificate)

PREFERRED/DESIRED:

- FL DOE Temporary or Professional Certification, any subject

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Follow regular teacher's lesson plans in a way that ensures consistency and optimal learning, and that encourages students to participate
2. Follow school safety plan
3. Follow Student Code of Conduct/District Discipline Plan
4. Assign classwork and homework as necessary, according to lesson plans
5. Modify teaching styles to fit the learning styles of various students
6. Maintain a well-managed classroom and positive learning environment
7. Supervise students out of class such as in the hallways and in the cafeteria

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Participates in training to include District/School based programs or initiatives. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**JOB RELATED:**

Ability to facilitate prescribed curriculum, as provided in teacher's lesson plans; ability to communicate effectively using written and oral communication skills; basic knowledge of technology; planning and organizational skills; ability to manage the classroom and supervise students.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

May use smart boards, tablets, Bunsen burners, chemical lab hoods, other classroom lab equipment, gym equipment, etc. that may be grade and subject specific. May use various forms of technology tools. May use scales and/or equipment for the purposes of aptitude, skills, and/or behavioral diagnostics for the purposes of evaluating student performance within the prescribed parameters of their specific position.

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT**PHYSICAL REQUIREMENTS:****(L) LIGHT WORK**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION: Human Resources
TITLE CODE: T8400

DEPARTMENT: Employment Services
CONTENT BY: Cordia Patterson

SUBSTITUTE TEACHER

GRADE:	Other	COMPENSATION:	Ellie Kelly
UNIT:	N/A	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	12/15/2020	CLASSIFICATION:	Beth Thedy, Ed.D.

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	12/15/20	Initial Release	Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.