

HFM BOCES
Board of Cooperative Educational Services
2755 State Highway 67
Johnstown, New York 12095

Job Description – Substitute Teacher

Job Title: Substitute Teacher

Location: Various buildings within HFM BOCES

Immediate Supervisor: Building or Program Administrator

Pay Scale: Substitute Teacher

Job Description: To replace the regularly appointed teacher in his/her absence. To provide as closely as possible the same successful instructional and learning environment that would exist if the regularly appointed teacher were in attendance. The substitute teacher is responsible for carrying out the lesson plans of the regularly appointed teacher for whom he/she is substituting.

Essential Functions/Typical Tasks (Illustrative only): The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Follows the lesson plan(s) left by the teacher for whom he/she is substituting in accordance with district's philosophy, goals and objectives.
- Maintains as fully as possible the established routines and procedures of the school and classroom where assigned.
- Meets and instructs assigned classes in the locations and at the times designated.
- Establishes and maintains order in the classroom.
- Maintains a classroom environment conducive to effective learning.
- Establishes a climate that promotes fairness and respect.
- Takes all necessary and reasonable precautions to protect students, materials, equipment, and facilities.
- Corrects any student papers assigned during the day.
- Places students' paper(s) in regular teacher's desk.
- Returns instructional materials and equipment to proper place.
- Dismisses all students from the classroom before leaving the building.
- Conducts oneself in a business like and task-oriented manner.
- Uses positive verbal and non-verbal skills that enhance learning.
- Models non-discriminatory practices in all activities.
- Cooperate with school personnel.
- Maintains confidentiality of all information concerning students, staff, or parent/guardian in any public setting.
- Assists in upholding and enforcing school rules, administrative regulations, and School Board policies.
- Performs other related duties as assigned by program/building administrator(s) in accordance with school policies and practices.

Knowledge, Skills and Abilities:

- Ability to follow oral and written directions.
- Ability to maintain effective classroom management strategies.

- Possess problem-solving skills, imagination, patience, reasoning, creativity, judgment, and analytical abilities.
- Ability to communicate effectively in writing and orally.
- Possess the ability to plan appropriate educational activities for students when there are no plans available or when assigned because of an emergency.

Position Requirements:

- Candidate must be at least 18 years of age.
- Education equivalent to graduation from an accredited high school or General Education Diploma (GED).
- Home-schooled individuals must have a GED or diploma issued by an accredited school. A bachelor's degree or higher supersedes the requirement of a high school diploma or GED. If an individual recently obtained a bachelor's degree (or higher), but the degree is not posted on a transcript yet, then a letter from the college registrar is sufficient.
- Substitutes with valid teaching certificate: Service may be rendered in any capacity, for any number of days. If employed on more than an itinerant basis, such persons will be employed in an area for which they are certified.
- Substitutes without a valid certificate, but who are completing collegiate study toward certification at the rate of not less than six semester hours per year: Service may, with approval of the school agency, be rendered in any capacity, for any number of days. If employed on more than an itinerant basis, such persons will be employed in the area for which they are seeking certification.
- Substitutes without a valid certificate and who are not working toward certification: Service may be rendered for no more than 40 days in a school year.
- Candidate must agree to fingerprinting and authorize HFM BOCES to conduct a Criminal History Records Search.
- Use of personal electronic equipment is prohibited during class hours.

Equipment Used:

- | | | | |
|--------------------------------|--------------|---------------------|------------------------------|
| • VCR | • Copier | • Overhead | • Various Adaptive Equipment |
| • Fax Machine | • Calculator | • Personal Computer | |
| • Various Industrial Equipment | • DVD | • Typewriter | |

Physical Requirements:

Duties performed typically in school settings, such as classrooms, gymnasiums, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, kneeling, crouching, moving equipment and/or materials may be required. Other physical activities may be required. Occasional travel with students on field trips may be necessary. 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. Dexterity of hands and fingers is required to manipulate specialized apparatus and to operate audio-visual and educational training equipment. Occasional travel between work sites may be required. The substitute teacher is subject to inside and outside environmental conditions, noise and hazards. Movement of students by wheelchairs and other mechanical devices is required in Special Education classrooms. Instruction to special needs students may occur frequently. Daily

personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with other staff members and program/building administrator(s) is required on assigned days as a substitute.

Environmental Conditions:

- Air-Conditioned Buildings
- Occasional exposure to weather extremes.
- Ability to tolerate varying noise levels.
- Exposure to bodily fluids and infectious diseases.
- Ability to tolerate stressful situations.
- Exposure to anti-social behavior.

Position Information:

- Employment is on an as-needed basis.
- Services may be needed for one day, one week, one month or longer.
- All daily assignments are subject to possible cancellation (without compensation) at any time prior to the beginning of the workday.
- Need for substitutes will vary from day-to-day and week-to-week and, as such, no guarantee can be given for work on any given day.
- Supervised by Building or Program Administrator.
- Employment is automatically discontinued effective June 30, unless the individual is re-appointed for the following school year.

I have read and understand the substitute teacher job expectations and requirements.

Signature

Date

Printed Name