

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Substitute Teacher	
<i>Supervisor:</i> Building Administrator	<i>Classification:</i> Temporary
<i>Days/Months:</i> on call	

General Responsibilities

Performs related duties of a teacher to provide continuity in the day-to-day responsibilities during the absence of the regular employee.

Note: Substitute employees are employed on an as needed, on-call, day-to-day basis and are not guaranteed work on a regular basis. There are no benefits associated with substitute employment

Example of Duties and Expectations

Report to school office to pick up required materials/schedule of classes and at the end of the day to return materials.

Carry out a program of study prescribed in the lesson plans left by the classroom teacher.

Ensure adequate supervision to assure health, welfare, and safety of all students.

Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.

Manage the classroom and communicate to students the standards of conduct expected.

Maintain a neat and orderly classroom.

Report all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible.

Take attendance in accordance with school procedures.

Adhere to all Fairbanks North Star Borough School District policies and procedures.

Comply with Professional Teaching Practices Commission (PTPC) policies, the district's Staff/Student Boundaries Pamphlet, and Article 518 of the Fairbanks Education Association Negotiated Agreement with regards to classroom safety.

Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulation, pertaining to teacher and students.

Maintain confidentiality of all information concerning students, staff, and/or parent/guardian.

Perform other related duties as assigned by building administrator(s) in accordance with school/division policies and practices.

Equipment Used

Computer, copy machine, fax machine, document camera/overhead projector, Smart Board, and other instructional equipment.

Independent Decisions

Independent decision-making expected, verifying course of action with supervisor or building principal as needed, based on School Board policy, district and/or building rules.

Primary Working Contacts

Certified and classified staff in the building and building administrator

Supervision

Work under the immediate supervision of the building administrator

Unusual Working Conditions

None

Qualifications

Education/Certification: Must possess a bachelor's degree or higher; teacher certification preferred

Experience: Teaching experience in public schools and/or experience working with children and adolescents preferred

Knowledge: Knowledge of child adolescent development levels preferred

Skills: Strong oral and written communication skills required; skills in the area of educational technology preferred

Required abilities: Ability to understand and follow directions; ability to maintain effective classroom management strategies by remaining engaged and aware of students; ability to establish effective working relationships with staff and students

Other: Must be able to pass a criminal background check