

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Substitute Teacher
Prepared Date: 10/5/2023
Revised Date:
Work Year: As Needed
Department: Substitute Services
Reports To: School Principal/ Substitute Coordinator
Salary Range: Substitute Teacher Salary Schedule
Benefits: None
Status: FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The primary responsibility of the Substitute Teacher is to supervise the classroom and teach the lesson left by an absent teacher. The Substitute teacher is responsible for the well-being and safety of the students, taking attendance, maintaining a functioning classroom, utilizing classroom management skills, and teaching the provided curriculum in the absence of the regular classroom teacher. **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.**

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Valid Colorado Teaching License or be eligible for Colorado Teaching License; **OR**
- Colorado Substitute Authorization (See Colorado Department of Education website for requirements)
 - Must be eligible for at least a 1-year substitute authorization
- Minimum of a High School Diploma
- Must be 21 years of age
- Reliable transportation and ability to travel to various district sites as required
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous experience as substitute or licensed classroom teacher

SKILLS AND KNOWLEDGE:

- Knowledge and skills in classroom management
- Exemplary organizational abilities
- Strong reading, writing, and math background
- Willingness and ability to teach all academic content areas (reading, writing, math, social studies)
- Ability to work collaboratively in a strong and ambitious team environment
- Technology skills necessary for the school environment
- Ability to differentiate instruction for all levels and types of learners (i.e., learning modalities, multiple intelligences, ESS, ESL, GT)
- Ability to work with a diverse, multicultural community
- Effective written and verbal communication skills
- Ability to use data to guide instruction
- Ability to develop meaningful professional relationships with students, parents, and colleagues

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Maintain the confidentiality of student and school personnel information and other privileged information in accordance with District policy and State and Federal law
- Maintain a professional appearance as an example to students

- Report to school office as scheduled to pick up required materials/schedule of classes and at the end of the day to return materials.
- Teach scheduled classes. Prepare a written summary of work completed
- Take attendance in accordance with school procedure
- Follow the teacher’s written lesson plans. Consult with the principal and/or staff to resolve questions or concerns
- Comply with all building procedures and schedules. Promote the proper use and care of school property
- Make the absent teacher aware of special situations or problems encountered
- Uphold board policies and follow administrative procedures
- Implement effective pupil management procedures and classroom management techniques. Maintain high standards and uphold student code of conduct. Report concerns to an administrator
- Develop and maintain a positive learning environment. Maintain a neat and orderly classroom
- Take precautions to ensure staff/student safety. Do not leave students unsupervised
- Attend to all non-teaching duties as assigned (i.e., lunch duty, recess duty, etc.)

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Principal or Substitute Manager

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8.5-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 8.5 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting			X		
Stationary Standing			X		
Walking (level surface)					X
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	

Turn/Pivot				X	
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping					X
Repetitive use hands squeezing					X
Fine manipulation			X		
Using foot control			X		
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work; constant interruptions; works in classrooms surrounded by students and staff of various ages and abilities;