

NORTHWEST OHIO EDUCATIONAL SERVICE CENTER
JOB DESCRIPTION

Title: **SUBSTITUTE TEACHER**

File 312f

Reports to: Assigned administrator/supervisor

Job Objective: Implements lesson plans prepared by the absent teacher. *Duties require traveling to teaching assignments throughout the NwOESC service area.*

Minimum Qualifications:

- Holds required state department of education credentials.
- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Documents/maintains a record free of criminal violations that prohibit public school employment.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.

Note: *Employees must obtain training and maintain skills to fulfill compliance requirements applicable to the position as required by board policy and state/federal law.*

Essential Functions:

- 1. Maintains a thorough understanding of subject matter and pedagogy.**
Note: *Substitutes may be required to perform ancillary duties assigned to the absent employee.*
 - Confirms responsibilities with assigned supervisor. Seeks guidance when directives are unclear.
 - Teaches assigned students and subject matters. Tracks data required by the school district.
 - Aligns teaching strategies with the academic needs and learning styles of students.
 - Collaborates with staff to implement student 504, IEP and healthcare plans.
 - Advocates for students. Facilitates inclusive educational opportunities for all students.
 - Helps students make appropriate choices and improve personal skills. Encourages creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance.
 - Proctors district testing activities as directed. Upholds test security procedures.
 - Makes the absent teacher aware of work completed and problems encountered.
 - Informs the building office or supervisor when leaving the job site during scheduled working hours.

- 2. Exemplifies professionalism to enhance NwOESC and member district public images.**
 - Diligently attends to job details. Pursues quality work results. Performs all aspects of the job.
 - Encourages community involvement in school-sponsored activities.
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Maintains an acceptable attendance record. Provides prompt notice of delays or absences.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Participates in the development of best practices and advancement of academic standards.
 - Respects privacy. Resolutely maintains the confidentiality of privileged information.

- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Prepares and maintains accurate records. Submits required paperwork on time.
 - Refers administrative procedure and policy questions to an appropriate administrator.
 - Resolves issues tactfully. Uses active listening/problem-solving techniques. Respects diversity.

- 4. Pursues opportunities to enhance personal performance.**
 - Keeps current with professional standards associated with work duties.
 - Updates personal skills as needed to effectively utilize task-appropriate technology.

- 5. Keeps current with emergency management plan procedures.**
 - Protects program property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.
 - Upholds high standards for proper conduct. Implements effective pupil management procedures. Uses positive behavioral support techniques to address disruptive student behavior.

- 6. Performs other specific job-related duties as directed.**
 - Helps implement workplace initiatives to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements and service center administrative procedures.

**Working
Conditions:**

NwOESC offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation) or any other legally protected category.

Safety is essential to job performance. NwOESC is an alcohol and drug free work environment. Employees must comply with all NwOESC policies, workplace safety regulations and health laws.

This job description is not intended to establish a contract or alter the terms of board authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to funding variables, modified operating procedures, program/service revisions, regulatory requirements, technological innovations and unforeseen circumstances.