

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SUBSTITUTE CERTIFICATED POSITION

JCN: 522
EXEMPT

SUBSTITUTE TEACHER

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide instructional and classroom management supervision to students 0-22 years of age for teachers who are absent for a day or longer periods of time; teach individual(s) or small groups of students in a classroom or other learning environment; prepare instructional materials, take student attendance and follow regular teacher's lesson plans to ensure consistency and optimal student learning.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Attend to student health and personal hygiene needs on a daily basis which may include, but not be limited to, toileting, diapering, dispensing medication and tube feeding; consult with assigned school nurse and/or licensed vocational nurse on a regular basis to ensure student health and safety needs are met, as assigned.
- Communicate with county office personnel to exchange information and address issues or concerns in a timely manner.
- Collaborate with Paraeducator(s) assigned to the classroom regarding curriculum implementation, classroom management and other instructional and non-instructional duties.
- Cooperatively pursue alternative solutions to ameliorate pupil learning problems; enhance and expand academic, social, and emotional growth opportunities.
- Follow regular teacher's lesson plans in a way that ensures consistency and optimal learning and that encourages student participation; create lesson plans as needed; grade classwork, homework and tests as assigned; attend parent-teacher conferences when in a long-term substitute assignment.
- Maintain classroom management to create a safe and optimal learning environment; provide supervision for the welfare and safety of students by establishing and maintaining standards of student behavior needed to achieve a positive learning environment in the classroom; use methods including but not be limited to, strategies and positive interventions for students with challenging behaviors.
- Maintain a professional appearance as an example to students.
- Maintain and respect confidentiality of student and school personnel information.
- Modify teaching styles fit the learning styles of various students.
- Report to school office/designated location upon arrival at school; check mailbox of absent teacher for materials requiring immediate attention; request clarification of school rules and procedures as needed.
- Report all student injuries, accidents, illnesses and discipline problems to the appropriate school authority immediately or as soon as reasonably possible.
- Supervise students in and out of the classroom including hallways and in the cafeteria.
- Work closely and cooperatively with general education classroom teachers, Paraeducators, assigned supervisor, site administrator, Designated Instructional Service (DIS) staff, nurse, psychologist, parents and community agencies to provide a complete program; serve as a liaison to community agencies, parents, districts, contracted service providers, and caregivers as assigned.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.

- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Perform related duties as assigned.
- Work a flexible schedule.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic Handheld radio operations.
- Basic record keeping and filing techniques.
- Behavior/classroom management strategies.
- Child guidance principles and practices.
- Classroom procedures and appropriate student conduct.
- Conflict resolution.
- Current techniques to prevent or intervene appropriately in order to defuse escalating behavior.
- Instructional methods and techniques.
- Oral and written communication skills.
- Safe practices in classroom and playground activities.
- Subjects taught in schools including arithmetic, reading, writing, grammar and spelling.
- Working with students with behavioral challenges and/or special needs.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Assist in maintaining a safe environment and provide support for physically aggressive and/or self-abusive students in a non-harmful manner.
- Develop and implement modifications and intervention strategies to match specific student needs.
- Establish and maintain cooperative and effective working relationships with others.
- Establish positive and healthy relationships among youth.
- Maintain routine records and attendance.

- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Perform a variety of clerical support duties related to classroom and program activities.
- Prepare instructional materials.
- Prevent and/or intervene appropriately in order to defuse escalating student behavior.
- Provide instruction.
- Understand and follow oral and written instructions.
- Understand and relate to children with special needs and/or at-risk youth.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Perform non-instructional duties and responsibilities in an efficient and effective manner.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's degree.

EXPERIENCE:

- Sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Credential applicable to the subject(s) being taught or eligibility to be granted a credential or permit with authorization to teach the applicable subject(s).
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.

WORKING CONDITIONS:

ENVIRONMENT:

- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.

- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Abusive and potentially dangerous outbursts from students.
- Students may display potentially harmful behavior to self and/or others.
- Possible contact with blood and other body fluids.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 05/15/2019

Revised: 12/15/2021