

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SUBSTITUTE CERTIFICATED POSITION

JCN: 9870
EXEMPT

SUBSTITUTE CAREER TECHNICAL EDUCATION INSTRUCTOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide instructional and classroom management supervision in the absence of a Career Technical Education Instructor; teach individuals or small groups in a classroom, lab, or shop setting; follow the regular teacher's lesson plans, prepare instructional materials, take student attendance to ensure consistency and optimal student learning.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Adapt teaching methods and materials to meet the needs of various students and unforeseen challenges.
- Answer student questions and provide assistance with assignments and projects.
- Collaborate with paraeducator(s) assigned to the classroom regarding curriculum implementation, classroom management and other instructional and non-instructional duties.
- Communicate with county office personnel to exchange information and address issues or concerns in a timely manner.
- Enforce all school and program-specific rules, procedures, and safety protocols, particularly concerning the use of tools, equipment, and materials in the classroom, laboratory, shop and/or working environment.
- Implement the regular instructor's lesson plans in a way that ensures consistency and 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 a professional appearance as an example to students; exhibit professionally appropriate interpersonal skills, including tact, patience, and courtesy.
- Maintain and respect confidentiality of student and school personnel information.
- 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.
- Provide clear and effective instruction, which may include demonstrations, lectures, and hands-on activities, based on the provided lesson plan.
- Report all student injuries, accidents, safety violations, illnesses and discipline problems to the appropriate school authority immediately or as reasonably possible.
- Report to school office/designated location upon arrival at school; check mailbox of absent instructor for materials requiring immediate attention; request clarification of school rules and procedures as needed. 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.

KNOWLEDGE OF:

- Basic record-keeping and filing techniques.
- Behavior and classroom management strategies.
- Child guidance principles and practices.
- Classroom procedures and appropriate student conduct.
- Conflict resolution techniques.
- Current techniques to prevent or intervene appropriately in order to defuse escalating behavior.
- Instructional methods and techniques for subject matter being taught.
- Problems and concerns of students with behavioral challenges and special needs.
- Safe practices in classroom, lab, shop, and work environments.
- 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.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies and procedures.

- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- 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 minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

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

EXPERIENCE:

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

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Designated Subjects Career Technical Credential in the subject(s) being taught or a Single Subject Teaching Credential in Industrial and Technology Education or Designated Subjects Career Technical Education 30-Day Substitute Teaching Permit.
- 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:

- Career education classroom, laboratory, shop and/or working environment.
- Office and/or school facility environment.
- Operate pneumatic, portable, and/or gas-powered tools in shop and/or working 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 twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) pounds and/or occasionally lift up to 100 pounds with assistance.

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 disruptive behavior from students.
- Abusive and potentially harmful outbursts from students.
- Possible contact with blood and other body fluid(s).
- Possible exposure to elements, and/or toxic fumes, and/or substances.
- Working at heights and/or in enclosed spaces.
- Working on ladders.
- Working with and around pneumatic tools, portable power tools, gas powered tools and/or other machinery with moving parts.

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: 10/23/2025