OHIO SUBSTITUTE TEACHER SERVICES (OSTS)

JOB DESCRIPTION – SUBSTITUTE TEACHER

Reports to: Building and District Administrator(s) and OSTS Partners

Job Objective: Responsible for keeping students safe and engaged while maintaining existing classroom management procedures and lesson plans. Functions as a temporary classroom teacher in various school settings, grade levels and content areas. Manages student learning in accordance with the goals and directives of the client school district and school building served.

Contract Days: As needed, temporary assignments in various client school districts and building locations.

Minimum Qualifications:

- Maintains a record free of criminal violations that would prohibit public school employment as a licensed teacher. (FBI & BCI background checks dated within 365 days of hire).
- Holds a minimum of a bachelor's degree – any field.
- Meets all mandated health screening requirements.
- Obtains three (3) positive professional references.
- Able to obtain Ohio Department of Education Substitute Teacher License.
- Completes SubSkills Online training (if applicable contingent after hire).
- Completes/submits all mandatory professional development modules and activities using PublicSchoolWorks as platform.
- Communicates accurately and effectively, both in writing and orally, to individuals, teams, staffs and communities.
- Maintains an acceptable attendance record and is punctual.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators.*

Essential Functions:
(The minimum performance expectations include, but are not limited to, the following essential functions)

- Maintains and respects confidentiality of student and school personnel information.
- Maintains discipline and classroom control that fosters a safe and positive learning environment for all students and staff in accordance with school and county policies.
- Ensures the adequate supervision to assure health, welfare, and safety of all students.
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Reports to office upon arrival at school; checks mailbox of absent teacher for materials requiring immediate attention; requests clarification of school rules and procedures, if necessary.
- Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible.
- Implements and, if necessary, develops lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate.
- Organizes and manages students for effective instruction.
- Assures that all students are safely and appropriately dismissed.
- Returns instructional materials, equipment, and keys to proper place.
- Complies with and supports school and state regulations and policies.
- Performs other related duties as assigned by building administrator(s) in accordance with school/OSTS/state policies and practices.
- Maintains a neat and orderly classroom.
- Ensures that students are never left unattended in the classroom.
- Keeps students safe and engaged.

- Monitors student progress/conduct and assists where needed by keeping close proximity and utilizing appropriate academic and behavioral interventions and strategies.
- Understands building and classroom policy and procedures.
- Provides written feedback for the classroom teacher and other school personnel as appropriate.
- Maintains accurate attendance records.
- Reports suspected child abuse and/or neglect to supervisor and/or civil authorities as required by law.
- Advances the professional image of OSTS and affiliated schools districts. Strives to serve as a positive role model for others.
- Promptly intervene in and resolve any conflicts or problem situations that may arise.
- Promptly respond to emergency situations that may arise by implementing the appropriate evacuation, lockdown, or emergency procedures.

Abilities Required:
(The following personal characteristics and skills are important for the successful performance of assigned duties.)

- Complete assigned duties competently and within expected time frames.
- Maintain professional appearance and attire appropriate for public school workplace.
- Utilize safe work practices for self and others.
- Demonstrate word processing skills and program navigation skills.
- Participate (and pass requirements where applicable) in all required trainings.
- Work respectfully with a culturally diverse population of students and staff.
- Adhere to district and applicable policies and procedures.
- Able to follow oral and written directions and can establish effective working relationships with staff and students throughout client school districts and buildings that can vary on daily basis.
- Able to operate and use all types of office equipment.
- Use active listening, observation, reading, verbal, nonverbal and writing skills effectively.
- Interact comfortably with people.
- Work efficiently with limited supervision. Prioritize tasks to meet deadlines.
- Follow complex instruction and recognize/correct errors independently.
- Anticipate time constraints.
- Avert problem situations and intervene to resolve conflicts.
- Demonstrate professionalism and contribute to a positive work/learning environment.
- Exhibit consistency, resourcefulness, and resilience.
- Interpret information accurately and initiates effective responses.
- Maintain an acceptable record of attendance and punctuality.
- Value diversity. Skillfully manage individual, group and organizational interactions.
- Use diplomacy and exercise self-control when dealing with other individuals.

Physical Demands/Requirements/Working Conditions:

- Demonstrate proficiency and fluency in speaking, listening, writing, and reading of the English language.
- Conduct rapid dismissal emergency procedures and ensure safety of children from multiple school building and classroom settings client school districts which vary daily.
- Manage variable assignments among client school districts, buildings, classrooms, departments, grade levels and content areas.

- Provide supervision of students throughout multiple school settings included by not limited to classroom, hallways, restrooms, assemblies, recess/playground/recreation area, lunchroom/cafeteria, bus duty.
- Risk of exposure to blood-borne pathogens, bodily fluids, and communicable diseases.
- Risk of exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet or slippery surfaces.
- Risk of exposure to hostile or aggressive behaviors by children and/or adults.
- When outdoors, exposure to unpredictable weather conditions.
- Operate and/or riding in a vehicle.
- Travel to meetings and work assignments.
- Report misconduct or violations of policy and procedures to direct supervisor and/or another administrator.
- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Interaction with aggressive, disruptive and/or unruly individuals.
- Duties performance typically in school settings to include classrooms, gymnasium, cafeteria, auditorium, and recreational areas.
- Frequent walking, standing, stooping, lifting, up to approximately 30 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds may be required. Other physical activities may be required.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, supervising students, ensuring student safety, responding to emergencies, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, noise, and hazards.
- Occasional movement of students by wheelchairs and other mechanical devices may be required.
- Regular instruction to children with special needs or individualized education plans may be necessary.
- Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days.
- Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute.
- Ability to move with speed and safety, avoiding obstacles in crowded conditions, while navigating corridors, classrooms, bleachers, auditoriums, and other school settings.
- Must be able to maneuver quickly around assigned work areas to ensure student safety and deal with any emergency situations that may occur.

The Educational Service Center of Northeast Ohio has reviewed this job description to ensure that essential functions and basic duties have been included. Accommodation requests to assist or support an employee in the performance of duties set forth in this Job Description will be considered on a case-by-case basis and may be subject to engaging in an interactive process with the employee to determine whether a requested accommodation is reasonable.

It is understood that the employee will also perform reasonable, related duties if requested by an immediate supervisor or other management staff. The employee is expected to follow all policies and procedures in accordance with the agencies and district assignment or department.