

Essex Westford School District ("EWSD")

Job Description

JOB TITLE	Substitute Teacher / Paraeducator
PAY GRADE	Daily Substitute Rate
FLSA STATUS	Non-exempt
UPDATED	August 15, 2023
EFFECTIVE DATE	August 15, 2023
WORK SCHEDULE	On-call/as needed, up to 8 hours/day including before and/or after school, assigned times may vary

POSITION OBJECTIVES: The role of this position is to support the district vision to help every child succeed by providing coverage for teacher and/or paraeducator positions as needed; providing student supervisory duties to ensure a safe, inclusive and respectful environment for all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties and responsibilities include the following. Other duties may be assigned:

- Report to the school's main office upon arrival at the school building.
- Review all plans and schedules to be followed during the school day as provided by the absent teacher/paraeducator.
- Provide classroom/one-on-one/small group instruction to students as outlined in lesson plans. Consult as appropriate, with the building principal, or other supervisor before initiating any teaching or other procedures not specified in the provided lesson plans/substitute materials.
- Implement instructional and behavioral programs for students. Implement the program developed by the IEP team.
- Maintain as fully as possible the established routines and procedures of the school and classroom to which assigned.
- Maintain a classroom that is conducive to learning and appropriate to the maturity and interests of students.
- Maintain a safe, respectful, inclusive and orderly classroom environment.
- Remain at assigned school the entire school day, unless otherwise instructed to leave by building principal or school's Office Assistant.
- Take necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintain rules of conduct consistent with classroom and school rules and expectations.
- Communicate effectively with parents when needed.
- Meet and instruct assigned classes/groups/students in the locations and times designated.
- Provide a written report on the day's activities at the conclusion of each assigned day/period/block.
- Follow all policies, rules, and procedures to which regular teachers and/or paraeducators are subject and which good teaching practice dictates.
- Perform other duties as assigned when not assigned to a classroom/student. These duties may include, but are not limited to, the following:
 - Assisting in the classroom, library/learning center, media/computer lab, or other instructional setting
 - Supervising students in the lunchroom, during recess or other non-instructional times
 - Supervising a study hall
 - Providing basic clerical duties
 - Monitoring students in the hallways, lobby, and in popular student "hang-out" areas
 - Providing academic support to students

- Substituting in another classroom
- Covering lunch/breaks for other staff in the building

SUPERVISION RECEIVED:

Reports to the school principal, assistant principal, or other school staff member in a supervisory role.

PROFESSIONAL EXPECTATIONS:

To perform the job successfully, an individual should demonstrate the following:

- **Communication Skills**. Excellent oral and written communication skills (clear, accurate, articulate, concise, proper grammar). Communication is timely, courteous, respectful and tactful. Excellent listening skills (listens for understanding, seeks clarification as needed).
- **Interpersonal Skills**. Interacts with others in a friendly, tactful and positive manner. Treats others with dignity and respect. Keeps emotions under control. Effectively works with others, including those with opinions or beliefs different from their own. Helps to create an inclusive work environment. Works through differences in a respectful manner without drama. Sensitive to the feelings of others.
- **Team Player**. Contributes to building a positive team spirit. Builds constructive and supportive relationships with peers. Proven ability to work cooperatively and effectively as part of a team.
- **Organizational/Planning Skills**. Uses time efficiently. Able to prioritize effectively.
- **Flexibility/Adaptable**: Willingness and ability to be flexibly assigned/reassigned based on school needs. Versatile and capable of handling diverse assignments. Open to new ideas and tasks without resistance; able to deal with new situations well. Maintains composure when faced with stressful situations that require flexibility and adaptability.
- **Emotional Maturity**: Able to effectively handle conflict and stress; able to remain calm and professional when challenged or when others disagree.
- **Attitude/Personality/Style**: Friendly, helpful and positive disposition; patient and understanding; takes pride in work; responsive to the needs of others; enthusiastic; honest and transparent.
- **Attendance/Punctuality**: Is consistently at work when scheduled and on time.
- **Problem Solving Skills**: Approaches problems in a positive manner. Able to identify practical solutions to problems. Able to resolve issues in a fair, equitable and timely manner.
- **Professionalism**: Presents a professional image; remains calm and focused in stressful situations; treats others with courtesy and respect regardless of their status or position; maintains a professional appearance for the position in both dress and manner; approaches others in a tactful manner; reacts well under pressure; accepts responsibility for own actions; follows through on commitments.
- **Organizational Support**: Follows district policies and procedures, rules of conduct, and behavior expectations. Promotes/presents a positive image of the school/district.
- **Quality of Work**: Performs duties consistent with District standards and performance expectations.
- **Quantity of Work**: Completes work in a timely manner. Manages to stay productive even during relatively slow times with minimum direction.
- **Safety and Security**: Observes safety and security procedures. Reports potentially unsafe conditions.
- **Dependability**: Follows plans and instructions provided by the absent employee or a school supervisor. Responds to requests for service and assistance. Takes responsibility for own actions.
- **Job Knowledge**: Demonstrates a working knowledge and understanding in the areas of assignment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty and professional expectations satisfactorily, in addition to the following:

- **Education/Experience/Licenses.** An individual must meet at least one of the following:
 - A. Hold or be eligible to hold a valid teaching license in the state of Vermont or any other state.
 - B. Hold or be eligible to hold a valid RN or LPN license, Cosmetology license, Dental Assisting certification or other professional/technical license/certification issued by the state of Vermont that is applicable to the programs or services provided in the school.
 - C. Hold or be eligible to hold an undergraduate degree from an accredited college.
 - D. Relevant experience and/or training that demonstrates fitness for substitute teaching through alternative methods to A, B, or C (above).
 - E. Is a former or current student teacher or intern who has demonstrated fitness for substitute teaching.
- **Training.** Completes EWSD Mandatory Training within 30 days of hire and annually thereafter.
- **Language Skills.** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions from groups of students. Ability to speak effectively before the school principal and other employees of the organization.
- **Mathematical Skills.** Good basic math skills. Able to effectively support students in the area of mathematics. Ability to apply concepts of basic algebra and geometry may be required.
- **Computer Skills and Experience.** Able to effectively and efficiently use Google applications including gmail, Google Doc and Google Sheets as needed.
- **Reasoning Ability/Mental Requirements.** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Other Qualifications.** Experience working with children/adolescents. Ability to assist students physically as required. Ability to remain calm and efficient in responding to medical emergencies.
- **Travel Requirements.** Must have reliable transportation to and from work.
- **Attendance.** Reliable attendance at work and punctuality is required for the position.

Frequency	Code	Description
Sometimes	S	activity may exist sporadically, but not on a consistent basis.
Occasionally	O	activity exists on a consistent basis for less than 1/3 of the time
Frequently	F	activity exists from 1/3 of the time up to 2/3 of the time
Constantly	C	activity exists for 2/3 or more of the time
Not Applicable	NA	activity is not present in the position

PHYSICAL EFFORT AND STRESS.

Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following (Indicate appropriate code from above):

	<i>Frequency Code</i>		<i>Essential</i>	<i>Not Essential</i>
SITTING	F		X	
STANDING	F		X	
WALKING	F		X	
SEEING	C		X	
HEARING	C		X	
TALKING	C		X	
DEXTERITY (hands/fingers)	C		X	
USE OF COMPUTERS AND EQUIPMENT	F		X	
LIFTING				
up to 10 lbs.	F		X	
10-25 lbs.	O		X	
25-50 lbs.	O		X	
50-100 lbs.	O			X
100+ lbs.	O			X
CARRYING				
up to 10 lbs.	O		X	
10-25 lbs.	O		X	
25-50 lbs.	O		X	
50-100 lbs.	O			X
100+ lbs.	O			X
BENDING/STOOPING	O		X	
PUSHING/PULLING	O		X	
TWISTING	O		X	
CLIMBING	O			X
BALANCING	O			X
CROUCHING	O		X	
KNEELING	O		X	
CRAWLING	O			X
REACHING (i.e., overhead)	O		X	
HANDLING	F		X	
DRIVING	O			X
REPETITIVE MOVEMENTS (hands, feet)	O			X
MANAGING STRESS	F		X	
RESOLVING CONFLICTS	F		X	

WORKING CONDITIONS/ENVIRONMENTAL FACTORS:

All conditions common to a school building including, but not limited to, the following (Indicate appropriate code from above):

	<i>Frequency Code</i>
EXPOSURE (dust, dirt)	C
EXPOSURE (extreme heat – non-weather, flames)	NA
EXPOSURE (extreme cold – non-weather)	NA
EXPOSURE (fumes, odors)	O
EXPOSURE (viruses, infectious diseases)	F

EXPOSURE (water)	S
EXPOSURE (hazardous equipment)	NA
EXPOSURE (chemicals, hazardous materials)	O
UNEVEN TERRAIN	O
OUTDOOR WEATHER CONDITIONS	O
VIBRATION/NOISE	C
HEIGHTS	NA

Definitions - Physical Demands

Sitting: remaining in a seated position

Standing: remaining on one's feet in an upright position at a workstation without moving about

Walking: Moving about on foot

Seeing: Perceiving with the eye

Hearing: Perceiving or listening to sound by ear

Talking: Articulating, speaking or discussing using spoken words

Dexterity: Skill in the use of hands and fingers

Lifting: Raising or lowering an object from one level to another (includes upward pulling)

Carrying: Transporting an object, usually holding it in the hands or arms or on the shoulder

Bending/Stooping: Bending the body downward and forward by bending the spine at the waist. Occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Pushing: Exerting force upon an object so that the object moves away from the force (includes slapping, striking, and kicking)

Pulling: Exerting force upon an object so that the object moves toward the force (includes jerking).

Twisting: Rotating; moving to face in an alternate direction.

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes and the like, using the feet, legs, and/or arms and hands.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

Crouching: Bending the body downward and forward by bending the legs and spine.

Kneeling: Bending the legs at the knees to come to rest on the knee or knees.

Crawling: Moving about on the hands and knees or ha

Reaching: Extending the hands and arms in any direction

Handling: Seizing, holding, grasping, turning, or working with hands

OTHER DUTIES AND QUALIFICATIONS:

This general outline illustrates the type of work, which characterizes the Job Classification. It is not designed to cover or contain a comprehensive listing of activities, duties, responsibilities and qualifications that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NON-DISCRIMINATION:

EWSD is committed to maintaining a work and learning environment free from discrimination. Employment decisions are based on merit and business needs, and not on the basis of race, color, ancestry, religion, gender, age, marital/civil union status, national origin, sexual orientation, place of birth, citizenship, veteran status, disability, gender identity, genetic information or other protected class as defined and required by state and/or federal laws.