

## WEST YELLOWSTONE SCHOOL DISTRICT

### SUBSTITUTE TEACHER

**REPORTS TO:** K-12 Principal; Superintendent

#### **UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER**

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

#### **WAGES & SCHEDULE:**

- Substitute teachers will be paid \$55/half day (1-4 hours), \$110/ full day (4.5-8 hours)
- \$135/day after 60 days of substituting in School District #69.
- Substitute teachers with a teaching degree will earn an additional \$25 per day, up to a maximum of \$160 per day or \$80 per half day.

#### **ESSENTIAL FUNCTIONS:**

- Instructs classes in the absence of the regular teacher.
- Assumes all other duties and responsibilities for a teacher during the time the teacher is absent.
- Prepares lesson plans if instructed to do so by the building principal.
- Maintains order in the classroom.
- Maintains records, including but not limited to recording student grades, student assignments, projects, and other clerical work as instructed by the absent teacher.
- Supervises students and aides.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

#### **DESIRED MINIMUM QUALIFICATIONS:**

- No direct experience required; high school diploma or equivalent; or any combination of training and experience likely to provide the desired knowledge and abilities.
- Ability to follow both oral and written directions and instructions.
- Ability to effectively present information and respond to questions from students, parents, staff.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of student matters.
- Ability to effectively manage time and responsibilities.

#### **EQUIPMENT USED:**

A variety of electronic and technology devices, copier, telephone/voice mail.

#### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside, but might have some outside duties depending on the position you are subbing for. The employee is directly responsible for the safety, well-being, and work output of students. The noise level in the work environment is usually moderate, depending on the nature of the assigned course.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.*