

Summary of the Job: The substitute classroom teacher will meet all qualifications and behavior standards as set by Springs Charter Schools. All substitutes are expected to be prompt and reliable, appropriately dressed and groomed and follow all Springs Charter Schools policies and guidelines. Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students. Ability to maintain effective classroom management strategies. In accordance with the performance expectations of Springs, all classroom teachers shall meet the following employment criteria: The minimum level of education and expertise to competently perform the functions of the job; Professional verification of successful classroom teacher performance, student teaching experience or status as an intern; Evidence of the willingness and the ability to comply with the standards for ethical and professional performance established by the State Board of Education; Demonstrated ability to serve as a positive role model for youth

Essential Duties and Responsibilities:

- Maintains and respects confidentiality of student and school personnel information;
- Maintains a discipline and classroom control that fosters a safe and positive 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 lesson plans.
- Dismisses all students from the classroom before leaving the building;
- Completes a Substitute Teacher Report Form for the regular classroom teacher;
- Returns instructional materials, equipment, and keys to proper place;
- Determines if his/her services will be required for the next school day;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Performs other related duties as assigned by building administrator(s) in accordance with school/division policies and practices.
- Organizes students for effective instruction;
- Models non-discriminatory practices in all activities
- all other duties as assigned.

Supervisory Responsibilities: This position has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: A Bachelor's degree is required. Must hold a valid California Sub /Teaching Credential.

Required licenses and/or certificates:

- If required to operate a vehicle in the performance of duties, operator must possess an appropriate valid California Drivers' License and maintain possession of such license during the course of employment;
- Have an acceptable driving record;
- Must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

Language Skills: Must have the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

Mathematical Skills: Must possess the ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations

Technology Skills: Must be able to interface with our internal database OASIS. Must attend trainings on Moodle & Breeze. Must be literate in email, Microsoft Word, Microsoft Excel and must be able to navigate the internet

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, while processing paperwork and driving to each site. The employee is required to stand and walk. The employee must possess the ability to lift and or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus which includes but not limited to computer use

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment can range from quiet to moderately loud. The on campus environment will have in excess of 75 students on site at any given time.