



State College Area School District

Office of Human Resources

V-F

Date: August 4, 2016

To: State Area School District Board of School Directors

From: Linda E. Pierce, Director of Human Resources

Re: Full-time Substitute Teacher Positions

Per our discussion during the July 25th Board meeting, we are recommending that the Board approves establishing four full-time Substitute Teacher positions. Two of these positions will be assigned to the High School and one assigned to each of the Middle Schools.

Attached to this memo is a Draft Full-time Substitute Teacher Job Description per board member's request, also from the July 25, 2016 meeting for your review. I will be present Monday for the August 8 meeting to answer any questions you may have.

Thank you



State College Area School District

Job Title: Substitute Teacher

Effective Date:

Reports to: Principal

Department:

Job Summary:

In the absence of the regular teacher, to create a class environment favorable to learning and personal growth; to establish effective rapport with students; to motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for appropriate grade education in accordance with each student's ability; to establish good relationships with parents and other staff members.

Qualifications:

Education: Bachelor's degree in Education
Valid Pennsylvania Certificate

Experience: Experience is preferred, but not required

Skills: Ability to communicate effectively with students, school personnel, and parents
Ability to work cooperatively with others
Ability to motivate students

Duties and Responsibilities:

1. In the absence of the regular teacher and using the lesson plan supplied by the absent teacher, teach applicable subject (s) to students in a classroom, utilizing the assigned course of study. Maintain as fully as possible the established routines and procedures of the classroom.
2. Use a variety of instruction strategies, such as inquiry, group discussion, lecture, discovery, etc.
3. Translate lesson plans into learning experiences so as to best utilize the available time for instruction.
4. Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
5. Identify student needs and cooperate with other professional staff members in assessing and helping students' health, attitude, and learning problems.
6. Supervise students in out-of-classroom activities during the school day, as assigned.
7. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
8. Maintain accurate, complete, and correct records as required by law and/or policy.
9. Participate in faculty committees and other related groups/meetings.
10. Adhere to the Professional Code of Conduct.
11. Maintain a professional appearance as an example for students.
12. Perform duties as assigned by the principal or superintendent.