



# RIALTO UNIFIED SCHOOL DISTRICT

## SUBSTITUTE TEACHER JOB DESCRIPTION

### **DEFINITION:**

A substitute teacher is employed on an on-call day-to-day basis. Substitutes are expected to fulfill all functions of the substitute position in a satisfactory manner.

### **BASIC FUNCTIONS:**

Under the direction of the site administrator and the Assistant Superintendent of Personnel or designee, to function on call as needed as a substitute, on short term or long term day-to-day assignments, at the Elementary, Middle School, High School, Continuation High School, Preschool, Special Education, Adult Education, Opportunity, and Independent Study levels.

### **ESSENTIAL JOB FUNCTIONS:**

- Responsible for continuous supervision of students in the classroom.
- Follow lesson plans effectively.
- Responsible for student academic growth and development in meeting student academic needs by providing appropriate and approved instruction.
- Demonstrate sensitivity to various family and cultural patterns in planning and monitoring classroom activities.
- Maintain attractiveness and cleanliness of room environment.
- Work cooperatively and collaboratively with District staff, support personnel, site level staff, and parents to provide effective learning activities for students.
- Supervise pupils in out-of-classroom activities during assigned work-time, and accept responsibility for maintaining behavior standards school-wide.
- Maintain standards of pupil behavior needed to achieve a desirable safe learning environment in and out of the classroom.
- Provide a classroom climate and learning experience that supports the emotional, physical, social, and mental development of the student.
- Follow all district handbook guidelines and site level regulations/procedures.

### **OTHER FUNCTIONS:**

- Assist regular certificated personnel as needed.
- Act as a roving substitute to cover classrooms as assigned or directed.
- May be asked to cover one-quarter, half-day or three-quarter day assignments, as needed.
- May be required to perform period supervision, or cover vacant assignments as needed during the instructional day.

### **KNOWLEDGE OF AND ABILITY TO:**

- Read, write, and speak English fluently.
- Plan, prepare, follow, and present lessons effectively.
- Maintain a climate conducive to student learning.
- Maintain classroom discipline and apply classroom management strategies.
- Develop and maintain open channels of communication between students and staff.
- Keep records that meet the needs of the students and teachers.
- Adhere to school and District policies and guidelines.

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#### **CREDENTIAL:**

Bachelor's Degree and CBEST required. Must possess a valid California teaching credential or 30-day Substitute Teaching Permit. CLAD or BCLAD certification desired.

#### **SALARY:**

Substitute Teacher pay schedule: \$100.00 per day for daily/short term assignments; \$25.00 for one-quarter day assignments; \$50.00 for half-day assignments; \$75.00 for three-quarter day assignments; \$110 per day for long-term assignments beginning on the 21<sup>st</sup> consecutive day of service, which is retroactive to the first day of the assignment.

The normal working day is 6 hours per day; however, substitute teachers are expected to be available for one-quarter, half-day and three-quarter day assignments when needed.

#### **PHYSICAL CLASS:**

MODERATE WORK - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

#### **WORK AREA REQUIREMENTS:**

Regular and specialized classroom, on the playground, parking lot, bus stop areas and possibly field trips.

Ability to use common school hand tools, computer, telephone and photocopy machine.  
Ability to transverse a 50 acre campus which could include asphalt, sidewalks, grass on playgrounds, dirt, and bus areas.

#### **PHYSICAL REQUIREMENTS:**

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours

Frequently/Medium - 3 to 6 hours

Constantly/High - 6 to 8 hours

Stooping:	Frequently	Carrying	Occasionally
Bending:	Frequently	Standing:	Frequently
Keyboarding:	Occasionally	Kneeling	Occasionally
Lifting:	Occasionally	Sitting:	Occasionally
Reaching:	Occasionally/Frequently	*Driving:	Occasionally
Handling:	Constantly	Walking:	Constantly
Grasping:	Constantly	Push/Pull:	Occasionally
Fingering:	Constantly		

\*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.

#### **FREQUENT MOTION:**

Twisting:	Occasionally
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Constantly

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**SENSORY REQUIREMENTS:**

Ability to see: Constantly  
Ability to hear: Constantly  
Ability to talk: Constantly  
Ability to smell: Constantly  
Ability to touch: Constantly

**THIS JOB REQUIRES:**

Alertness: Yes  
Attention to detail: Yes  
The use of two hands: Yes  
Recall of names and dates: Yes  
Ability to work in temperatures down to 40 degrees and up to 110 degrees: Yes

**MUST BE ABLE TO DEAL WITH THESE ENVIRONMENTAL CONSIDERATIONS:**

Heat: Must be able to work outside  
Air conditioning may be off - work with a fan  
Odor: Not required  
Noise: Not required  
Humidity: Low  
Moisture: Occasionally  
Fluorescent lights: Constantly  
Floor may be slippery at times: Yes  
Working in close quarters with others: Yes  
Working inside: 95% of the day P.E. assignment: 80% working inside  
Working outside: 5% of the day 20% working outside

**ABILITY TO DEAL WITH PSYCHOLOGICAL FACTORS:**

Team work: Yes  
Frustration: Medium  
Repetitive tasks: Yes  
Level of responsibility: High  
Must keep up with schedule: High  
Able to work overtime as needed: Yes  
Dealing with angry teachers, students, parents: Seldom  
Must be able to keep on a stringent time frame: Yes  
Go from one activity to another to another: Yes  
Vary activities: Yes  
Be able to keep interest of the child: Yes

**PHYSIOLOGIC FACTORS:**

Must maintain a high level of consciousness: Yes  
Orientation to time, place or person: Yes  
Ability to read at 12<sup>th</sup> grade level: Yes  
Ability to comprehend and follow directions: Yes  
Able to keep up a high activity level during the shift: Yes; 5-6 minute passing period in secondary schools

**DISTRICT REQUIREMENTS:**

Valid California credential  
Fingerprints on file as required by State Law  
TB Skin Test as required by State Law