POSITION TITLE: Substitute Teacher

CONTRACT TERM: On Call

SUPERVISOR: Principal

CLASSIFICATION: Non-Exempt

SALARY: Classified

DATE APPROVED: April 08, 2016

POSITION SUMMARY:
Incumbent is responsible for knowing the principles of child development, accepted teachings techniques, the educational program, the rules and regulations of Hunters Point Boarding School between the teacher and Substitute Teacher is imperative.

QUALIFICATIONS:
1. Required to have a telephone and reliable transportation
2. Current Arizona Substitute Teaching Certificate, AA degree or Bachelor degree in related fields.

GENERAL RESPONSIBILITIES AND DUTIES:
1. At all times in the presence of students and staff and their families, exhibit the conduct, demeanor speech, and attitudes that exemplify the values and behavior expected of the students of the Hunter’s Point Boarding School, Inc.
2. Serve as an appropriate adult role model for students.
3. Exhibit, at all times while employed by Hunter’s Point Boarding School, Inc., sensitivity and respect for the Navajo people, their culture and traditions.
4. Comply with all provisions of the Personnel Policy Manual and with all provisions of all other duly adopted Governing Board policies, procedures, directives and manuals.
5. Perform additional duties as assigned, including those related to functions and activities outside normal duties and hours of work.
6. At all times act so as to promote and protect the safety and welfare of all Hunter’s Point Boarding School, Inc. students, staff and the Hunter’s Point Boarding School, Inc. Governing Board.
7. Keep immediate supervisor informed, regularly and as needed, of all significant problems, progress and activities of all offices, departments, programs and personnel under incumbent’s supervision.
8. Attend staff and other meetings as assigned, promptly as scheduled and participate actively and positively in all such meetings and activities.
9. Ensure the security of all property, equipment, machinery, tools, materials and supplies under the control of the incumbent and that they are used only for the proper business of the Hunter’s Point Boarding School, Inc.
RESPONSIBILITIES AND DUTIES:

1. Uphold the expectation that all students do the assigned work and to observe all requirements of good behavior.
2. Responsible for upholding school rules and regulations; maintaining daily attendance records.
3. Expected to adhere to the day’s lesson plans; use individual ingenuity and resourcefulness to plan the day’s activities.
4. Attend departmental or staff meetings, unless excused by Principal, to keep informed about recent developments in school procedures.
5. Have a plan in mind to follow before any unacceptable behavior occurs by relating the rules in friendly manner, being fair and firm.
6. Any physical contact with a student or corporal punishment cannot be administered by a classroom teacher or Substitute Teacher.
7. Become familiar with emergency procedures for the school.
8. Maintain student and school records in a professional and confidential manner.
9. Communicate by leaving a written report for the regular teacher.
10. Schedule and arrange for students to be placed in ISS classroom.
11. Maintain the ISS classroom so that referred students are seated in isolation with class assignments.
12. Maintain a daily log on the individual students, indicating time, date, assignments and other pertinent data.
13. Maintain a quiet atmosphere throughout the period while all students are working on individual class assignments.
15. Communicate with the referring teacher on the daily sessions.
16. Perform other duties as assigned.

PERSONNEL EVALUATION:
Performance of this position will be evaluated a minimum of two (2) times per year in accordance with provisions from the Governing Board Policy and Procedures Manual.

ACKNOWLEDGEMENT

By signing this, I acknowledge that I have read, understand and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

_________________________________________ _______________________
NAME DATE