



Position Title: Substitute Certified Teacher

Department: K-12 Curriculum

Supervisor: Principal at assigned location / District Substitute Coordinator

Term of Employment: Temporary

Salary Classification: Daily Rate

Job Summary: Teachers will help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to, the following tasks, duties, knowledge, skills and other characteristics. This list is **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by incumbents in this class.

ESSENTIAL DUTIES AND RESPONSIBILITIES generally include the following. Other duties may be assigned:

- Instructs assigned classes in the location and at the time designated
- Follows the less plans provided by the absent teacher
- Creates a positive and nurturing class environment that is developmentally appropriate and conducive to learning
- Prepares for assigned classes, and shows written evidence of preparation at the request of the supervisor
- Sets and maintains standards of classroom standards of classroom behavior, and upholds district wide discipline policies
- Guides the learning process, through the use of established clear objectives, toward the achievement of district curriculum goals
- Employs a variety of instructional techniques consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved
- Strives to implement, through instruction and example, the district's philosophy of education
- Assesses student accomplishments on a regular basis, and provides progress reports as required
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Maintains accurate and complete records required by law, district policy, and administrative regulation
- Assists the administration in the development and implementation of rules and/or policies governing student conduct
- Makes provision to be available to students and parents for education-related purposes outside the regular instructional day when such encounters are required or requested under reasonable terms
- Strives to maintain and improve professional competence
- Performs other duties as assigned or required

KNOWLEDGE AND SKILLS:

- Knowledge of applicable Federal, state, county and city statutes, rules, policies and procedures
- Knowledge of applicable Peoria Unified School District and departmental policies and procedures
- Knowledge of appropriate teaching strategies and methods
- Skill in establishing and maintaining effective working relations with co-workers, vendors, students, parents, the general public and others having business with the school district

- Skill in operating a personal computer utilizing a variety of software applications

MINIMUM QUALIFICATIONS: Must hold a current teaching certificate or substitute certificate issued by the Arizona State Department of Education and a valid IVP Fingerprint card.

OTHER REQUIREMENTS:

- Specialized teaching assignments may require additional training and/or certification.
- Must be Highly Qualified according to state and federal standards to fill the position.
- Must be able to pass a fingerprint and background clearance check.
- Must be able to obtain and maintain an Arizona driver's license.
- May be required to lift and carry heavy, bulky supplies and materials weighing up to 20 pounds.
- May be required to lift students weighing up to 60 pounds
- May be required to work outside normal working hours
- May be required to travel to perform work functions

Application Procedure:

Apply Online