

**Roswell Independent School District
Job Description**

Job Title: SUBSTITUTE TEACHER/ASSOCIATE/SECRETARY

Reports To: ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES, DIRECTOR OF HUMAN RESOURCES AND/OR BUILDING PRINCIPAL

General Job Description:

The job of substitute is for the purposes of providing support to district employees whose job requires that a substitute be present during times of absence of teacher and/or associate during the school day.

Essential Duties and Responsibilities:

1. Report to work at scheduled time; 7.25 hours for teacher and 7 hours for associate/secretary (if full day).
2. Long Term Substitute teacher is required to complete lesson plans/grades and all other duties assigned to the teacher they are substituting for.
3. *Prior to the beginning of the school year, a substitute must be at least 18 years old for those seeking to perform instructional services in grades K-6 and must be at least 21 years old for those seeking to perform instructional services 7-12.*
4. Accept substitute assignments as offered.
5. Follow lesson plans/instructions of classroom teacher/associate and/or secretary.
6. Monitor students to assure students are following education process.
7. Provide a secure, safe environment for students.
8. Substitute must request proper identification (I.D./Driver's license etc.) of person picking student up from school.
9. Maintain effective classroom management.
10. Implement successful strategies for teaching effective lessons.
11. Use fill-in activities appropriately and in a timely manner.
12. Provide summary of classroom activities for classroom teacher/associate and/or secretary.
13. Comply with RISD Code of Conduct and Code of Ethics policies and all other policies and procedures.
14. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
15. Maintain confidentiality with sensitive matters.
16. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
17. Work independently with very little supervision.
18. May be required to perform other functions/duties as assigned by teacher/associate/secretary and/or principal.

Supervisory Responsibilities:

None

Qualifications:

1. High School diploma or GED (*for Emergency Substitutes*).
2. All other substitutes must have at least 60 college hours and/or possess or qualify for a New Mexico Level III Educational Assistance license.
3. Current Driver's license and Car Insurance.
4. Ability to travel from site to site.
5. Prior experience working with children preferred but not required.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

SUBSTITUTE TEACHER/ASSOCIATE/SECRETARY (CONT'D)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date