**Job Description: Substitute Teacher**

**Schoo**l: Various locations within sites managed by SSD Special School Programs

**Vision Statement**

TO EMPOWER STUDENTS TO TURN CHALLENGES INTO OPPORTUNITIES AS BIG AS THEIR DREAMS.

**Mission Statement**

TO PROVIDE COMPASSIONATE, COLLABORATIVE, AND INNOVATIVE EDUCATIONAL OPPORTUNITIES FOR STUDENTS WITH LOW-INCIDENCE DISABILITIES, MEETING EACH STUDENT’S UNIQUE NEEDS.

**Role**

To manage student learning in accordance with the goals and directives of the LA Special School District and perform within the operational procedures of the sites assigned. The minimum performance expectations include, but are not limited to, the following essential functions:

* Maintains and respects confidentiality of student and school personnel information;
* Effectuates classroom management to foster a safe and positive learning environment for all students and staff in accordance with school and county policies;
* Ensures the adequate supervision to assure health, welfare, and safety of all students;
* Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities;
* Reports to office upon arrival at school; and inquires about absent teacher instructional materials to provide instruction; and requests clarification of school rules and procedures, as necessary;
* Reports all student incidents and/or problems to the appropriate authority immediately, or as soon as is reasonably possible;
* Implements lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate;
* Organizes students for effective instruction;
* Follows dismissal of students in accordance with facility procedures;
* Returns instructional materials and/or equipment to the assigned place or issuing person; and
* Able to perform other related duties, in accordance with school/state policies and practices.

**Knowledge, Skills and Abilities**

* Must be able to follow oral and written directions and have the ability to establish effective working relationships maintain effective classroom management strategies.
* Special Requirements:
  + Candidate must attend an orientation/training session and complete required District and state credentialing requirements (Background check, Fingerprinting)
* Physical Demands/Requirements:
  + Duties performance typically in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas.
  + Frequent walking, standing, stooping, lifting, up to approximately 30 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds may be required. Other physical activities may be required.
* Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.
* Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
* The worker is subject to inside and outside environmental conditions, noise and hazards.
* Occasional movement of students by wheelchairs and other mechanical devices may be required.
* Regular instruction to special needs children may be necessary.
* Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute.

**Managerial Responsibilities**

Able to perform the management of classroom instructional structures to provide a supportive learning environment.

**Supervisory Responsibilities**

None.

**Professional Conduct/Employee Expectations**

It is the expectation that all employees, permanent or temporary, adhere to the policies and procedures of the Special School District.

**Desired Qualifications**

* Minimum of Bachelor’s Degree
* LA Teacher’s certificate in special education, preferred, with endorsements in core subjects; Math, ELA
* Prior successful teaching experience in an alternative school or within special education settings
* Able to instruct multi-grade classrooms
* Knowledge and experience working with students who possess students various exceptionalities
* Reliable and punctual

**Terms of Employment**

Substitute teachers are employed on a daily basis, with hours specified for the site assigned. Longer teaching assignments, due to the leave of a teacher or due to a position vacancy will be indicated upon hire and placement.

**Additional Information**

* Pay for this position will be in accordance with experience and credentials.
* More than one position may be filled from this announcement.