



## SUBSTITUTE TEACHER JOB DESCRIPTION

<b>Job Title: Substitute Teacher Pool</b>	<b>Department: AIES</b>
<b>Reports to: Principal</b>	<b>Employment Status: On-Call (As Needed Coverage)</b>
<b>Salary: \$25.00/Hour (\$200 Per Day)</b>	<b>Driving Classification: Standard Driver's License</b>

**Summary:** To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The daily school schedule is from 7:30 am to 3:00 pm. A substitute teacher is expected to report for work at 7:20 am and leave 3:20 pm or until the last student leaves. It is essential that on-call teachers can be reached quickly via email or phone to ensure that the school is sufficiently staffed. Thus on-call teachers are expected to respond to a work request by phone and e-mail within 24 hours after type of communication. So, the on-call teacher must consistently have sufficient access to reliable phone and e-mail service so they can provide a response in a timely manner. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions:

### **Essential Functions:**

**Position Overview:** Substitute teachers perform the instructional and classroom management processes for teachers who are absent for a day or longer periods of time. Their duties include taking attendance, explaining/carrying out classwork, and maintaining classroom cleanliness, and appropriately managing student behavior. Candidates need to be flexible in their availability.

To excel in this role, you should have in-depth knowledge of effective teaching practices that ensure learning is a comfortable and meaningful experience. Our ideal candidate has excellent interpersonal and organizational skill, with a strong command of the English language.

### **Responsibilities:**

- Adhere to the curriculum and lesson plans assigned by the regular teacher.
- Follow procedures and achieve lesson goals.
- Assign and explain homework.
- Oversee students outside of the classroom including in the hallways and cafeteria.
- Comply with all school regulations and policies at all times.
- Take attendance and document daily notes.
- Ensure classroom and work is kept clean and orderly.
- Oversee the normal classroom rhythms and activities.
- Compile a report for the teacher for when he/she returns.
- Perform other duties/tasks as determined by the principal or their designee.

If you are a friendly and competent professional with interest in education, then we're interested in you. Your duties will include assigning homework, managing classroom activities, and compiling reports.

### **Education:**

**Required:** Some college (associate degree) and equivalent experience with Arizona Substitute Teacher License.

**Preferred:** Arizona Substitute Teacher License. Credits from either a two-year or four-year college or university in education, special education. On-track to student-teaching residency or completed student-teaching residency.

**Experience:**

Approximately 1-2 years supervising children in schools, after school programs, daycare.

**Certificates and Licenses:**

Flexible.

**Physical Demands:**

Ability to lift, push, or pull up to 50 lbs.

*The Indian Preference Act will be enforced. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.*

*Revised: October 3, 2023*