

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS
January 2017

SECTION I: GENERAL INFORMATION

Position Title: Full-time Teacher/EA Substitute	Department: Human Resources
Immediate Supervisor's Position Title: Director of Human Resources	FLSA Status: Non-Exempt
Band/Grade/Subgrade: C-4-2	Bargaining Unit: Other Staff
Job Summary: The full-time District Substitutes will cover classrooms in the absence of the regular teaching staff for last minute absences for which no substitute can be found. In the absence of teacher vacancies, they will substitute for educational assistants, but make the same rate of pay as they do when they sub for teaching staff. They will carry out lesson plans as provided by the teacher and educational assistants.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Carry out daily lesson plans and tasks as provided by the teacher or educational assistant.
Percent of Time:	95%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Carry out daily lesson plans as provided by the teacher or educational assistant • Take daily attendance in the classroom • Manage students in the classroom. • Cover teacher supervision (study hall, lunchroom, recess, etc.) as needed. 		
Duty/Responsibility No:	2	Statement of duty/responsibility: Perform other duties of a similar nature as assigned.
Percent of Time:	5%	
Tasks involved in fulfilling above duty/responsibility:		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma	A short-call substitute license requires a bachelor's degree in any field of study.	
	High school diploma or GED.	Major field of study or degree emphasis: Any field of study can be used to obtain a short-call substitute license from the Professional Educators Licensing & Standards Board.	
	1 year college		2 years college
	3 years college	X	4 years college
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of school building operations • Knowledge of District policies and procedures 	
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: Experience working with children and young adults preferred.			
Required Supervisory Experience:			
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: Short-call substitute license issued by PELSB		

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Oral and written communication skills. • Establishing and maintaining effective working relationships with building staff and students. • Maintaining confidentiality. • Ability to work independently with minimal supervision. • Organizational skills
--	---

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.</p>
---	---

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit		X		
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop/kneel/crouch or crawl			X	
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
<p>Physical requirements associated with the position can be best summarized as follows:</p> <p>Light Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.</p>

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History:
Created: January 2017