



## Sioux Falls School District 49-5

# JOB DESCRIPTION

**DEPARTMENT:**

**Human Resources**

**JOB TITLE:**

**Substitute Staff**

**A. Education Requirements:**

**Substitute Teacher:** Bachelor's Degree, Associates Degree or 60 post-secondary credits with two (2) years of successful work experience, or HS Diploma or GED and at least five (5) years of successful working experience.

**Substitute Education Assistant and/or Substitute Clerical:** HS Diploma or GED

**B. Physical Requirements:**

Hand-eye, mind-eye coordination. Constant hearing; intermittent speaking, seeing, standing, walking and writing. Frequent carrying, keyboarding, and other repetitive motions.

**C. Other Requirements:**

Excellent oral and written communication skills. Skills in human relations, leadership and conflict management. Skills in the use of technology to enhance student learning.

**REPORTS TO:**

Building Administrators and Sub Desk Coordinator

**RECEIVES GUIDANCE FROM:**

Building Administrators  
Sub Desk Coordinator

### **ESSENTIAL FUNCTIONS AND DUTIES: SUBSTITUTE TEACHER**

1. Participating in the SubSkills training program.

- All newly hired substitute teacher candidates without a bachelor's degree in education must complete the SubSkills training within the first two months of employment.

2. Provide Instruction to Students
  - Implement classroom teacher's lesson plans.
  - Maintain a strong instructional focus utilizing the elements of effective instruction.
  - Communicate clear learning goals to students.
  - Use appropriate level of questioning to promote understanding.
  - Appropriately recognize and reinforce individual student effort.
  - Instruct students to analyze and apply knowledge.
  - Display enjoyment, humor, and enthusiasm for teaching and expect students to enjoy learning.
3. Provide Effective Classroom Environment
  - Effectively and consistently maintain classroom rules and procedures.
  - Redirect students naturally and immediately.
  - Be well-organized and have all materials, equipment, etc., ready for immediate use.
  - Carry out smooth and effective transitions (e.g., from one activity to another, as students enter and leave the room).
  - Establish a positive learning environment.
4. Complete an end of the day report
  - A detailed written report on what the students accomplished, how the classroom responded and any problems you encountered.
5. Information obtained about students, including grades/performance, must be kept confidential.
6. Follow District and building policies and procedures.

## **ESSENTIAL FUNCTIONS AND DUTIES: SUBSTITUTE EDUCATION ASSISTANT**

1. Escort students to transportation and other areas of the building.
2. Provides personal care to students with special daily living needs (e.g., toileting, feeding, physical management), as needed.
3. Provides review and practice of skills taught by a teacher with students 1:1 and in small groups.
4. Works with students in schools and on community outings.
5. Prepares instructional materials as directed/selected by teacher.
6. Reinforces instructional/behavioral objectives.
7. Assists with the supervision of students during recess, lunchroom, and on the playground.
8. Maintain the confidentiality of students and their families.
9. Performs other duties as assigned
10. Follow District and building policies and procedures

## **ESSENTIAL FUNCTIONS AND DUTIES: SUBSTITUTE CLERICAL**

1. Answers the telephone and takes messages.
2. Enters data into the computer, i.e. attendance, tardy lists (if trained).
3. Assists students, staff, and the public that come into the office area.
4. Files materials as necessary.
5. Provides care/first aid for students with injury and/or illness when necessary. Care could be emergent or non-emergent in nature.
6. Performs other duties as assigned by the principal or assistant principal.
7. Follow District and building policies and procedures.

