



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Substitute Teacher

Qualifications:

- WV Professional Teaching Certificate or Substitute Permit
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Reports to: Principal

Duties/Responsibilities:

- Implements programs of study
- Fosters a classroom climate conducive to learning
- Utilizes instructional management systems models that increase student learning
- Monitors student progress towards mastery of instructional goals and objectives
- Communicates effectively within the educational community, and with parents on a regular basis
- Meets professional responsibilities
- Demonstrates competency in the knowledge and implementation of technology standards

Performance Criteria: Performance criteria in this section are the state adopted responsibilities for classroom teacher responsibilities and help provide guidance to the teacher in understanding job expectations.

1. Programs of Study: Definition: Provides curricula required by the state of West Virginia.
 - Bases instruction on adopted curricula for the school.
 - Demonstrates accurate and current knowledge in subject field.
 - Develops appropriate lessons to teach instructional objectives.
 - Employs a variety of instructional strategies to augment achievement.
 - Uses content scope and sequence in planning.
2. Classroom Climate: Definition: Provides an atmosphere conducive to learning consistent with school/county mission.
 - Follows established school discipline procedures that include WV126CSR99, West Virginia Board of Education Policy 4373
 - Establishes procedures and rules that enhance learning.
 - Encourages students' attendance.
 - Sets high positive expectations for student performance.
 - Encourages and acknowledges individual student accomplishments and appropriate behavior.

- Treats students in a fair and equitable manner.
- Accommodates individual learning differences.
- Creates and maintains an environment that supports learning.
- Frequently communicates with parents.

3. Instructional Management Systems: Definition: Organizes teaching strategies to maximize allocated instructional time to increase student learning.

- Prepares and implements lesson plans.
- Begins lesson or instructional activity with a review of previous materials as appropriate.
- Has materials, supplies, and equipment ready at the start of the lesson or instructional activity.
- Introduces the instructional activity and specifies instructional objectives.
- Directs and adequately supervises students to be on task quickly at the beginning of each instructional activity.
- Presents reading, writing, speaking and listening strategies using concepts and language that students understand.
- Provides relevant examples and demonstrations to illustrate concepts and skills.
- Assigns developmentally appropriate tasks.
- Provides instructional pacing that ensures student understanding.
- Maximizes student time on task.
- Makes effective transitions between instructional activities.
- Summarizes the main point(s) of the instructional activity.
- Encourages students to express ideas clearly and accurately.
- Incorporates higher level thinking skills.
- Assists students to develop productive work habits and study skills, enabling communication with parents as needed.
- Provides remediation activities for students.
- Designs, delivers, and assesses student learning activities addressing the state adopted instructional goals and objectives.
- Integrates a variety of technology applications and learning tools to augment student achievement.

4. Student Progress: Definition: Gathers, stores, and monitors data related to student learning for use in assessing progress toward achieving the instructional objectives.

- Follows grading policies and regulations.
- Maintains accurate and complete student records.
- Monitor and evaluates student progress.
- Provides feedback on student work.
- Monitors student attendance.

5. Communication: Definition: Communicates with students, parents, educational personnel, and others, utilizes standard grammar, listening skills, and clarity in the presentation of ideas.

- Communicates student progress according to established procedures and policies.
- Communicates regularly and effectively with students, co-workers, parents/guardians, and the community, and exhibits appropriate interactive skills.
- Follows confidentiality procedures regarding students, parents/guardians, and fellow staff members.
- Speaks and writes standard English clearly, correctly and distinctly.
- Determines and utilizes appropriate community resources.

6. Professional Work Habits: Definition: Demonstrates behavior that reflects established professional responsibilities (i.e. attendance, punctuality and verbal/non-verbal communication).

- Adheres to established laws, policies, rules and regulations.
- Interacts appropriately with students, other educational personnel and parents.
- Participates in activities that foster professional growth.
- Is punctual with reports, grades, records and in reporting to work.
- Performs assigned duties.
- Strives to meet county/school goals.
- Commands respect by example in appearance, manners, behavior and language.

7. Technology Standards: Definition: demonstrates competency and knowledge in the implementation of technology standards identified by the West Virginia Board of Education policies which are based on the International Society for

Technology in Education (ISTE) Standards.

- Utilizes technology/ensure students utilize technology in accordance with Grant County Schools Acceptable Use Policy
- Plans and designs effective learning environments and experiences supported by technology.
- Implements curriculum plans that include methods and strategies for applying technology to maximize student learning.
- Provides opportunities for student use of educational technology.
- Uses technology to enhance productivity and professional practice.
- Understands the social, ethical, legal and human issues surrounding the use of technology in PreK-12 schools and applies that understanding in practice.

Other duties:

- As assigned by the principal.

Support Relationships: Works cooperatively with staff members to develop and implement effective educational programs and to deliver appropriate services to students.