

East Newark Public School

Position: Substitute Teacher

Reports To: Building Principal

SUMMARY: Instructs students and facilitates their learning in the absence of the regular teacher.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides classroom instruction to students as outlined in lesson plans.

Creates a classroom that is conducive to learning and appropriate to the maturity and interests of students.

Maintains a safe and orderly environment.

Maintains established routine of the school and classroom procedures in which assigned.

Maintains a professional appearance as an example to students.

Remains at school the entire school day, unless otherwise instructed to leave by building principal.

Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Maintains reasonable rules of conduct which encourage self-discipline and responsibility.

Meets and instructs assigned classes in the locations and times designated.

Completes other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervises students.

QUALIFICATION REQUIREMENTS: To perform this 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Must have a minimum of 60 college credit hours.

CERTIFICATES, LICENSES, REGISTRATIONS:

New Jersey Department of Education Substitute Certification

LANGUAGE SKILLS:

Ability to read, analyze, and interpret lesson plans, technical procedures, and textbooks.

Ability to write general correspondence. Ability, both orally and in writing, to present information effectively and respond appropriately to questions and concerns from individuals, administrators, parents, and students. Ability always to communicate using correct grammar.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to define problems, collect and analyze data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and to understand abstract and concrete variables. Ability to use available information and develop realistic long-term and short-term plans for curricular goals.

OTHER SKILLS AND ABILITIES:

Ability to establish and maintain effective relationships with students, staff, and parents through oral and written communication. Ability to perform duties with awareness of corporation requirements. Ability to implement lessons based on corporation and school objectives and student needs and abilities.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, hear, (corrected or uncorrected) and, sometimes, to sit. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level will vary depending on the daily activity. It, at times, is very quiet in the classroom but often, as in the cafeteria and/or school assemblies, is moderate to very loud. The employee must often meet deadlines and must report to class and/or duty assignments on time. The work environment includes inside and outside areas. The work environment includes exposure to sunlight; risk of being bitten by animals or insects; exposure to environmental allergens (grass, weeds, pollen, and trees) and occasional exposure to solvents, degreasers, pesticides, and/or herbicides. The employee may be

exposed to CRT's.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Approved by the East Newark Board of Education February 24, 2020