

<b>Qualifications:</b>	Certificate - Current Ohio Teaching Certificate
<b>Reporting To:</b>	Superintendent or designee
<b>Job Goals:</b>	In the absence of the regular teacher, to provide instructional services and manage student learning in accordance with the goals and directives of the school and ESC.
<b>Performance Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. To enable each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher;</li> <li>2. To maintain and respect confidentiality of student and school personnel information;</li> <li>3. To maintain discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with school and county policies;</li> <li>4. To ensure the adequate supervision to assure health, welfare, and safety of all students;</li> <li>5. To take all necessary and reasonable precautions to protect students, equipment, materials, and facilities;</li> <li>6. To report to office upon arrival at school; checks mailbox of absent teacher for materials requiring immediate attention; requests clarification of school rules and procedures, if necessary;</li> <li>7. To report all student injuries, accidents, illnesses, and disciplinary problems to the appropriate authority immediately or as soon as is reasonably possible;</li> <li>8. To implement lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate;</li> <li>9. To organize students for effective instruction;</li> <li>10. To dismiss all students from the classroom before leaving the building;</li> <li>11. To provide report or summary of activities accomplished, lesson plans completed and not completed, any additional information the regular teacher may need to know when returning to the classroom;</li> <li>12. To complete substitute feedback for regular teacher as suggested;</li> <li>13. To collect and place students' papers in regular teacher's desk;</li> <li>14. To return instructional materials, equipment, and keys to proper place;</li> <li>15. To comply with and support school and ESC regulations and policies;</li> <li>16. To model non-discriminatory practices in all activities;</li> <li>17. To perform other related duties as assigned by building administrator(s) in accordance with school and ESC policies and practices.</li> </ol>
<b>Physical/Mental/ Work Hazards</b>	Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping.
<b>Travel Requirements</b>	Travel to school buildings utilizing own transportation.
<b>Evaluation:</b>	Performance of this job will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of certified personnel. Evaluations to be completed by the superintendent or designee

**February 2022**