



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Substitute Teacher**  
 Job Family: **Licensed**  
 Prepared/Revised Date: **July 1, 2024**

FLSA Status: **Exempt**  
 Pay Range: **S Salary Schedule**  
 Job Code: **20400**

**SUMMARY:** Responsible for supervising and providing instruction to students in appropriate subject areas in coordination with current curriculum and within the framework of District and state content standards when a classroom teacher is absent. Manage classroom behavior while ensuring student safety, interpret and execute lesson plans effectively, and communicate with staff when appropriate. Substitute teachers are asked to work a minimum of once per semester.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

DESCRIPTION OF JOB TASKS	
1.	Independently utilize sub management system (SmartFind Express) to select jobs and work a minimum of one sub assignment per semester.
2.	Utilize technology (Synergy) to take daily attendance and document notes. Provide a summary of assignment for the teacher at the end of assignment.
3.	Adhere to the curriculum and lesson plans provided by the classroom teacher.
4.	Administer and explain student assignments. Support student growth and progress pertinent to academic, social, and emotional progress and needs of students.
5.	Create a classroom environment which maximizes instructional opportunity, supervise the behavior and well-being of students in the classroom and all educational settings, and follow discipline strategies provided by teacher when appropriate. Ensure student safety in and outside of the classroom, including in the hallways and cafeteria. Ensure classroom and work area are kept clean and orderly.
6.	Always comply with all school regulations and district policies. Complete annual online mandatory trainings (Vector) prior to starting role and at the beginning of each school year.
7.	Demonstrate a commitment to understand, appreciate, and make accommodations for student diversity.
8.	Arrive to sub assignments on time.
9.	Perform other duties as assigned.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or GED required.
- Experience instructing students in a classroom setting preferred.

**LICENSES, REGISTRATIONS, or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado teaching license or valid Colorado Substitute Authorization.
- CPR and First Aid certifications encouraged.



**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Critical thinking and problem-solving skills.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and/or other department software packages.
- Operating knowledge of and experience with standard educational/instructional technology equipment and programs.
- Operating knowledge of and experience with standard office equipment.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	School Administration	
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	