

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/01	<u>SUBSTITUTE, STAFF</u>	1.9.2
Effective Date	Job Title	Index

1. Primary Function: Serves as principal substitute for licensed staff in given building(s) when teachers are absent.
2. Responsible to: Building Principal.
3. Assigned Responsibilities:
 - 3.01 Becomes familiar with building staff philosophy and expectancies for student behavior.
 - 3.02 Cooperates with building staff in achieving consistency in working with pupils.
 - 3.03 Teaches all curriculum areas with possible exception in special subjects such as music and Spanish.
 - 3.04 May serve on staff committees.
 - 3.05 May attend inservice meetings.
 - 3.06 May participate in team meetings.
 - 3.07 Maintains an orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
 - 3.08 Follows specified standards, policies, and procedures of the building and District.
4. Minimum Qualifications:
 - 4.01 Valid Oregon Teaching License.
 - 4.02 Available generally every day on an on-call basis.
5. Terms of Employment:
 - 5.01 On call.
 - 5.02 Has right of first refusal for a day-to-day assignment, subject to the following condition:
 - 5.02.01 If for some reason a substitute other than the staff substitute has begun such an assignment, the building principal may elect to continue that individual in such an assignment or may use the Staff Substitute for the assignment.
 - 5.03 Expressed in a letter of confirmation of assignment.
6. Salary Level: Substitute per diem, subject to District Code of Policies and Rules, Section GBA, 9.
7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____ Date _____
(supervisor)

Received by: _____ Date _____
(staff member)