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Substitute Teacher Job Description

Sonoma County Office of Education

DEFINITION:

A substitute employee is one hired with the understanding that his/her association with Sonoma County Office of Education will be on a substitute basis, as needed, because of the absence of a permanent or probationary employee. Substitute employees are paid at an hourly or daily rate, determined by the school district. They are not eligible for insurance benefits, holiday pay, and do not accrue vacation during the period they are employed as substitutes. Substitutes do not ever achieve permanent status.

REQUIREMENTS:

All substitute Teachers are required to have a valid teaching credential based on a bachelor's degree and student teaching or a Substitute Teaching Permit. TB Clearance, live-scan clearance, Mandated Child Abuse Reporter training, and a pre-employment physical are also required.

GENERAL DESCRIPTION OF JOB:

Job involves instruction, supervision and training of individuals or groups of students with a wide variety of needs in a general and/or special education setting. Job activities include instruction of students in a variety of educational environments including classrooms, learning centers, vocational programs, the community and/or other institutional facilities.

A substitute teacher may elect to serve students with any, or a combination of the following conditions: intellectual disabilities, autism, severe physical/medical involvement such as cerebral palsy or seizure disorders, communication disorders, hearing/vision impairment, learning disabilities, emotional disturbances, and behavior disorders; involves direct instruction of students in areas including vocational skills, academics, motor skills including physical education and body awareness, speech and language, leisure/recreation activities, domestic skills (food preparation/housekeeping), self-help (toileting, feeding, personal hygiene, dressing, etiquette, and manners), other specialized health care such as diapering and toilet training, and other specialized subject areas based on needs. Job duties also include supervision, class management, and discipline; preparation of instructional materials; data keeping, assisting students in using adaptive devices; assisting in safe lifting of students; performance of related duties as required.

Special Education: These are specialized classrooms for students, preschool through age 22, who have learning, physical, emotional, or mental disabilities and also include community based instruction for students in transition. These students have learning disabilities but may or may not be physically/emotionally involved. Students are referred to our programs from individual school districts, when they have a student whose needs cannot be met by their existing curriculum. Within their own schools and various business offices, we have 80+ sites throughout Sonoma County.

These classrooms typically consist of a teacher and one or more instructional assistants who are employed by SCOE. There may also be one or more assistants for students who require more individualized assistance. Some students may require diapering or other unique care.

Community School provides an alternative learning environment for students in grades 7–12 who are experiencing difficulties in a traditional school setting or who are exhibiting negative behavior patterns in school or in the community. The program serves students who have been expelled from school, identified as habitually truant, placed on probation by the court, or otherwise referred by a school district, probation, or social service agency. Community School sites are located in Santa Rosa and Petaluma. The emphasis of the program is to re-establish the educational direction of students and to transition them to a regular school setting or other learning environment that meets their needs. Counseling and other support services are provided by public and community agencies.

College and Career Readiness: This program offers high school students practical job training in a wide variety of occupations. Classes offered are video communication, desktop publishing, automotive technology, retail merchandising, culinary arts, drafting along with many other programs. Training is designed to help students secure entry-level positions with businesses in the community. This program is also a part of the Sonoma County Work Ready Certification program.

PHYSICAL DEMANDS: (PRIMARILY BUT NOT LIMITED TO SPECIAL EDUCATION CLASS TEACHER)

Note – Terms used in the section are defined as follows:

Physical Demands:

(Note--Terms used in this section are defined as follows: Rarely--1 to 10%; Occasionally--11 to 33%; Frequently--34 to 66%; and Continuously--67 to 100% of the work day.)

Sitting: Rarely

Standing/walking: Continuously

Waist bending: Occasionally to frequently

Neck bending: Occasionally to frequently

Squatting: Occasionally

Climbing: Rarely

Kneeling: Occasionally

Crawling: Rarely

Neck twisting: Occasionally to frequently

Waist twisting: Occasionally

Pushing/pulling: Frequently to continuously--up to 100 to 150 lbs. at a time (such as pushing wheelchairs)

Running: Occasionally (Over) Physical Demands for Special Day Class Teacher- Level I

Reaching:

a). Above shoulder: Occasionally

b). Below shoulder: Frequently

Lifting/Carrying:

a). 0 - 10 lbs.: Frequently--weights carried 50 to 100 feet at a time

b). 11 - 25 lbs.: Occasionally--weights carried up to 100 feet at a time

c). 26 - 50 lbs.: Occasionally--weights carried from 10 to 100 feet at a time

d). 51 - 75 lbs.: Frequently-- *with assistance* - weights moved several feet at a time for toileting and transfers

e). 76 - 150 lbs.: Occasionally-- *with assistance* - weights moved several feet at a time for toileting and transfers

Hand Activities:

a). Repetitive hand use: Occasionally

b). Simple grasping: Frequently

- c). Power grasping: Occasionally
- d). Fine manipulation: Rarely
- e). Hand and arm twisting/turning: Occasionally to frequently
- f). Computer operations/writing: Rarely

Other Job Factors:

The following conditions are present -- walking on uneven ground when outdoors; exposure to student illness, injuries, infections and bodily fluids; may be exposed to chemicals contained in cleaning products. May be required to maneuver into awkward positions.

Must be able to communicate and exchange information, effectively, discreetly, and accurately in a high activity environment with staff, students, parents and individuals who may have limited expressive and receptive conversational capacities. Ability to detect visual and non-visual warning signs of developing physical and emotional situations which may require attention from staff. Ability to communicate with staff, students, and parents verbally and non-verbally. Ability to discern visual and non-visual signs of physical and non-physical issues that may negatively affect the learning environment. Must be able to monitor students and staff visually and non-visually to effectively manage and orderly and safe learning environment.

Additional Job Requirements:

Meet sometimes strenuous physical requirements necessary to safely and effectively perform assigned duties, including lifting 50 pounds on a regular basis and periodically lifting in excess of 50 pounds with assistance; may be required to accompany students on field trips*; must be able to lift and physically restrain students at times, to take appropriate action in emergency situations, and follow procedures in a calm, responsible manner; may be required to obtain first aid and CPR certificates; must have normal vision, corrected or uncorrected. May be required to maneuver into awkward positions or in narrow bus aisles.