



5340 Skylane Boulevard  
Santa Rosa, CA 95403-8246  
(707) 524-2600 ■ [www.scoe.org](http://www.scoe.org)

# Substitute Teacher Job Description

## **SALARY**

Varies by District

## **DEFINITION:**

A substitute employee is one hired with the understanding that his/her association with a school district 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 or sick leave 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 or an Emergency 30-Day Sub Permit. To qualify for an Emergency 30-Day Sub Permit, an applicant must have earned a minimum of a Bachelor's Degree and have successfully passed the CBEST or the CSET Multiple Subject with the Writing section. It is the responsibility of the substitute to insure that all credentials are current. TB testing, livescan clearance and 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 regular and/or special education setting. Job activities include instruction of students in a variety of education 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: mental retardation, autism, severe physical/medical involvement such as cerebral palsy or seizure disorders, communication disorders hearing/vision impairment, learning disorders, 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; recordkeeping, assisting students in using adaptive devices; assisting in safe lifting of students; performance of related duties as required.



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

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

**Rarely – 1 to 10%**

**Occasionally—11 to 33%**

**Frequently—34 to 66%**

**Continuously—67 to 100% of the work day)**

- Sitting: Occasionally
- Standing/Walking Frequently
- 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—up to 100 to 125 lbs. at a time (such as pushing wheelchairs)

**Reaching:**

- a). Above shoulder Occasionally
- b). Below shoulder Frequently

**Lifting/Carrying:**

- a). 0-10 lbs.: Frequently – weights carried 50 – 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 fro 10 to 100 feet at a time.
- d). 51-75 lbs.: Occasionally – with assistance – weights moved several feet at a time for toileting and transfers.
- e). 76-125 lbs.: Rarely – 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/turn Occasionally to frequently
- f). Computer operations/writing Rarely

**Other Job Factors:**

A valid driver's license and the ability to drive to/from home/classroom with distances up to 30 + miles.