

# **MID-OHIO EDUCATIONAL SERVICE CENTER**

## **JOB DESCRIPTION**

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<b>Date:</b>	<b>08/15/2023</b>
<b>Title:</b>	<b>Substitute Teacher – Long Term</b>
<b>Reports To:</b>	<b>Mid-Ohio ESC Administrator</b>
<b>Employment Status:</b>	<b>As Needed</b>
<b>Days:</b>	<b>As Needed</b>
<b>FLSA:</b>	<b>Non-Exempt</b>

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### **QUALIFICATIONS**

- Valid Ohio Substitute license
- Experience working with children
- Ability to work independently
- Successfully pass BCI/FBI background checks

### **GENERAL DESCRIPTION**

Assist and supervise assigned student in any instructional or school related setting including, but not limited to: regular education classrooms, special education resource rooms, lunch area, treatment rooms, play area, recreation/physical education activities, field trips, hallways or bathrooms while under the supervision and direction of a teacher.

Knowledge of and ability to use, with training, appropriate techniques involving de-escalation, crisis intervention and physical restraints. Behaviors of some students with moderate / intense emotional and/or mental health needs are sometimes unpredictable and extreme and they may result in possible injury to the student, other students or staff members.

### **ESSENTIAL FUNCTIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily while supporting the learning environment. 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.

- Manages student behavior

- Creates, instructs, follows lesson plans, and assesses student knowledge on behalf of the permanent teacher
- In instances of long-term coverage, prepares own lesson plans and/or instructional material and ensures students receive the required instruction according to school's curriculum
- Maintains student records regarding grades and attendance
- Engages students in meaningful and authentic instruction, remediation and assessment activities
- Consults with the building principle on responsibilities and assigned planning period during the primary teacher's absence
- Keeps records of academic performance, attendance and social acclimation
- Reports on all aspects of student development for school records and parents
- Shares, with other teachers and staff, responsibility for monitoring halls, study periods and lunchroom
- Reports cases of suspected child abuse to administrator and/or law enforcement authorities according to state law
- Assist in the production or modification of instructional materials
- Assist students with organizational skills and study skills
- Reinforce goals and objectives of the students' IEP
- Use appropriate behavior management techniques with assigned student (s)
- Use appropriate motivational and reinforcement techniques with assigned student(s)
- Assist in the collection of data, maintenance of charts, informal assessments, and write anecdotal records as requested by the intervention specialist
- Participate in or attend team meetings as necessary
- Provide intervention specialist with ongoing feedback regarding changes in student performance
- Assist in care and organization of instructional materials and equipment
- Participate in bus loading and unloading, as necessary
- Perform other job-related duties as assigned within the general scope of the job description by the intervention specialist or building principle.

### **PERSONAL QUALITIES**

- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Maintains a professional appearance
- Wears work attire appropriate for the position

- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and be responsive to internal and external client requests for service
- Participate in professional development that relates to the position

### **WORKING CONDITIONS**

The physical demands described here 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.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

### **EVALUATION**

Performance of this job will be evaluated by the School Principal according to Mid-Ohio ESC board policy with input from school district personnel.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

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Employee Signature

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Date Received