

## Job Specification

<b>Detail for:</b>	<b>Substitute Teacher III</b>
Specification Number:	585-99
Reports To:	Site Administrator or as assigned.
Supervises:	Teacher Aides and Associate Teachers, as assigned.
Job Goal:	To provide instructional leadership for students in such a way as to enhance their learning opportunity.
Terms of Employment:	Not to exceed 20 student in-seat days within a school year.
Board Revised:	06/02/2006
Bargaining Unit:	LK-NEA Certified
Department:	N/A
Range:	N/A
Six Month Rule:	N/A
LK-NEA Classification:	OO
Compensation:	As per the Teachers Negotiated Agreement. Not eligible for TRS.
Classification:	Certified
Qualifications:	1. High School Diploma or GED. 2. Is currently in the process of applying for an Alaska Teaching Certificate. 3. Has substantially met the qualifications for an Alaska Teachers Certificate. 4. At least two years demonstrated successful teaching experience preferred. 5. Ability to live and work in a cross-cultural, rural Alaskan environment. 6. Ability to carry out successfully the duties described below.
Duties:	1. Plans a program of study, that as much as possible, meets the individual needs, interests, and abilities of students. 2. Meets and instructs assigned classes in the locations and at the times designated. 3. Guides the learning process toward the achievement of district and local school curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students. 4. Prepares for instruction for all classes assigned and shows written evidence of preparation upon request of the supervisor. 5. Encourages students to set and maintain high standards for classroom behavior. 6. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities. 7. Assesses the accomplishments of students on a regular basis and provides progress reports as required. 8. Counsels with colleagues, students, and/or parents on a regular basis. 9. Assists the administration in implementing all policies and/or rules governing student life and conduct, and for the classroom, develops reasonable rules of classroom behavior and procedures and maintains order in the classroom in a fair and just manner. 10. Maintains accurate, complete, and correct records as required by law, district policy and administrative regulations. 11. Attends and participates in faculty meetings. 12. Cooperates with other staff members in planning instructional goals, objectives and methods. 13. Assists in the selection of books, equipment, and other instructional materials. 14. Establishes and maintains cooperative relations with others. 15. Plans and supervises purposeful assignments for associate teachers and teacher aides and assists in the evaluation of said personnel. 16. Is responsible for monitoring the behavior of all students, within his/her sight and hearing during the work day. 17. Attends and participates in Community School Committee and various Advisory Committee meetings. 18. Performs other duties as assigned.
Evaluation:	At least once yearly as provided in the LK-NEA Certified negotiated agreement.

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