

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

1988 Polk Street
Gary, IN 46407

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Peggy Hinckley, Emergency Manager

Job Title: Substitute Teacher
Department:
Reports To: Principal or Designated Building Administrator
FLSA Status: Exempt
Job Status: As Needed, Classified
Funding Source: General Fund

PURPOSE STATEMENT

Using written guidance provided by the regular teacher to enable each child to pursue his or her education as smoothly and completely as possible in the absence of the regular teacher.

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Reports to the building principal or school secretary upon arrival at the school building.
- Reviews with the principal, department head, or team leader plans and schedules to be followed during the teaching day.
- Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned.
- Consults as appropriate, with the building principal, department head, or team leader before initiating any teaching or other procedures not specified in the Substitute Teacher's Guide or other guidance.
- Reports in writing, on the form provided by the school secretary, the day's activities at the conclusion of each teaching day.
- Improves teaching competence through periodic professional development activities.
- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.

SUPERVISORY RESPONSIBILITIES

Students.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

Knowledge of:

- Substitute Employee Management System to obtain assignments.
- Teaching the lessons outlined and described in the Substitute Teacher's Guide or other guidance prepared by the absent teacher.

Skill in:

- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Oversee pupil behavior in class and during lunch and recess periods.
- Follow policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.

EDUCATION AND EXPERIENCE

Degree(s) required in area of major study desirable. Minimum of 60 college credit hours (or the equivalent) and GPA of 2.0.

CERTIFICATION

Substitute Teacher Permit.

PHYSICAL DEMANDS

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.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Testing

- Drug Test
- Pre-placement Medical Exam

Certificates & Licenses

- See Above

Continuing Educ./Training

- See Above

Clearances

- Fingerprinting/Background Clearance

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted until filled to:

Gary Community School Corporation
Click on "Employment"
www.garycsc.k12.in.us
1988 Polk Street
Gary, IN 46407

EQUAL OPPORTUNITY EMPLOYER