



Job Description of a Daily Sub and Super Sub

Qualifications:

Minimum requirement - Bachelor's degree in secondary or elementary education, or higher from an accredited college or university

Certification:

Substitute Teaching License and/or Ohio Teacher's Secondary or Elementary Certificate

Training & Experience:

Work experience with children in a diverse situation preferred.

Essential Functions/Skills:

- 1) Follows plans and guides the learning process to help students achieve state standards when teacher is away from the classroom.
- 2) Maintains a classroom atmosphere which is safe and conducive to learning.
- 3) Establishes a professional relationship with all assigned students.
- 4) Maintains an open line of communication with parents/ guardians using the tools provided by the district including, but not limited to, Powerschool and Cognos.
- 5) Maintains a professional demeanor with students, parents, coworkers and administration.
- 6) Engages in professional growth activities through ongoing programs of job-related knowledge and skill development.

Meets regular and predictable attendance requirements.

| | <i>Daily Sub</i> | <i>Super Sub</i> |
|--------------------------------|------------------|------------------|
| Daily Rate of Pay | \$127* | \$160 |
| Benefits | NA | Yes |
| Expected Days of Work Per Week | No Minimum | 4 to 5 |
| Preparing Lesson Plans | No | No |
| Possible Work Days | 180 | 180 |



*Depending on Class I, III, or Retiree

Job Goal:

To provide educational opportunities where students may fulfill their potential for intellectual, emotional, physical, and psychological growth; and to provide an instruction that will result in students achieving academic success in accordance with Cincinnati Public Schools' standards when contracted teacher is away from the school.

Performance Responsibilities:

- Commitment to helping students to succeed; with an emphasis on urban schools with diverse socioeconomic levels, racial and ethnic backgrounds.
- Willingness to spend the time needed to effectively meet the challenges, objectives, and mission of the CPS district.
- Ability to be professional, compassionate, empathetic, caring and dedicated to human growth and development.
- Oversees and maintains a positive academic atmosphere conducive to learning and the safety of students.
- Implements instructional program, and maintains a climate where students are actively engaged in a meaningful and productive learning experiences.
- Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Assists in assessing changing curricular needs and offers plans for improvement.
- Maintains effective and efficient records of student performance.
- Consistently uses technology for the benefit of students' education.
- Establishes a positive environment in which students are encouraged to be actively engaged in the learning process.
- Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
- Collaborates with peers to enhance the instructional environment.
- Ensures that student growth and achievement is continuous and appropriate for groups, and subject areas.
- Accepts responsibility for meeting his/her course and school wide student performance goals.
- Supervises students at all times during the school day.
- Meets professional obligations through efficient work habits such as: meeting deadlines, and honoring schedules.
- Performs other duties and responsibilities as assigned by their principal/supervisor.
- Seeks to involve parents, corporations and the community in the education of youth.
- Participates cooperatively with other teachers and administrators to develop a method of evaluation in conformance with district guidelines.
- Maintains licensure requirements and professional competence through in-service educational activities provided by the district and in self-selected professional growth activities.