

**FRESNO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Teacher, Substitute Emergency Crisis Condition	REPORTS TO:	Principal
DEPARTMENT:	School Site	CLASSIFICATION:	Certificated
WORK YEAR:	On Call	SALARY:	\$65.00 per day

MINIMUM QUALIFICATIONS:

California teaching credential or California emergency teaching credential authorizing substitute service with statement of need from district
Actual classroom teaching experience and/or student teaching and/or experience working with school-age children and/or any other related experiences

KNOWLEDGE AND ABILITIES:

Ability to conduct classes and enforce rules as Education Code provides
Ability to follow lesson plans or follow directions of school site principal, if lesson plans are available
Knowledge of good teaching techniques
Ability to maintain an atmosphere conducive to learning

DUTIES AND RESPONSIBILITIES:

May have to maintain order in the classroom in a time of crisis, i.e., civil disorder, disorderly conduct of individuals or other disruption
May have to cross picket lines
Report civil disorder, disorderly conduct or other disruption to principal
Emergency substitute teachers are expected to perform any duties assigned by the principal, which are appropriately within the classification of absent teachers
Before the class convenes, receive special curriculum packets from the principal and prepare for class instruction
In the absence of seating charts, organize the seating plan of students and establish control of the classroom
Reassure the children who may be excited due to the crisis situation
Account for attendance of all pupils in the manner prescribed by the school
Check all audio-visual equipment in the classroom for possible damage and report any malfunctioning equipment to the principal
Conduct classes and enforce rules as Education Code provides and implement special curriculum materials provided
Make all required reports. All money collected for any purpose should be turned over to the principal or his/ her designee and an accurate report left for the principal, listing the names of students turning in money
Perform special duties assigned (i.e., lunch, hall or yard duty)
Accidents at school are generally of minor nature requiring only first aid treatment. Occasionally, however, an emergency will arise requiring the attention of a doctor and possibly the use of an ambulance. In case of an accident, the nurse should be summoned, if available. If the nurse is not present, the principal or his/her designee should be contacted

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Discipline is based on mutual understanding between the teacher and the pupil. If discipline problems arise and the substitute teacher is unable to resolve them, the pupil or pupils should be referred to the principal or person designated in charge. No problem should be allowed to become so large that class control is lost

Attend faculty or other meetings

Refer to curriculum packets and prepare lessons to be used the following day

Remain at the school each day assigned for service as required

Sign the time sheet daily and check out with the principal at the end of the day

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management

ACCOUNTABILITY:

Person to whom responsible: On-site Principal

Evaluator: On-site Principal

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