



POSITION DESCRIPTION

JOB TITLE: Substitute Teacher	
DATE	Chief Academic Office Any School
Pay Schedule: (Long-term after 20 days in the same position)	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
	Management Approval:
POSITION SUMMARY and PURPOSE: The classroom is the most important place in the district. A Milwaukee Public Schools' (MPS) substitute teacher provides an instructional program for students' which is appropriate to their educational needs and developmental level. The substitute teacher supports the MPS strategic plan.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: Substitute teachers are to serve in the role as the teacher of record during times of teacher absence or in vacant positions for which MPS is still recruiting. Substitute teachers are expected to work at any location on any day.

1. Maintains a broad knowledge of all facets related to the teaching assignment as related to the subject and grade level of the students. Uses research-proven practices to improve student achievement.
2. Incorporates the learning targets and the goals of the district as approved by the Board of School Directors. Implements Board policies as necessary to improve the educational environment.
3. Plans and organizes material for instruction and presents and reinforces lessons as appropriate.
4. Develops and maintains an environment conducive to learning that prepares students to meet and exceed Wisconsin academic standards, particularly in the areas of Math and English Language Arts. Promotes and graduates students prepared for higher education, careers and citizenship.
5. Evaluates student progress on a continuous basis and provides feedback to students, parents and appropriate staff members. Maintains accurate and complete student records as required by state law and Board policies.
6. Addresses different learning modalities, including auditory, visual and kinesthetic.
7. Uses appropriate classroom management strategies and relates well to the student population.
8. Participates as a member of the school's learning community to provide answers and guidance to students, parent and the general community. Participates in parent/teacher conferences to support the educational needs of the students.

9. Refers students for additional services as needed.
10. Participates in staff development programs, staff meetings and extra-curricular activities. Attends educational conventions and conferences to learn and discuss new methodologies for teaching.
11. Actively supports the MPS Strategic Plan.
12. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the building leader

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

JOB REQUIREMENTS: 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Must have a bachelor's degree and an appropriate substitute teaching license granted by the Wisconsin Department of Public Instruction.

Experience Requirements

Previous experience working with children is preferred

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office/classroom environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and frequent standing and bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

