

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV38676
Job Class Code:	250	Salary Schedule:	APERFORM
EEO Category:	02	Grade:	01
Workers Comp Code:	7720		

Job Code Established:	09/28/92	Effective Date:	
Job Code Revised:	11/01/04	Effective Date:	

JOB CODE SERIES: Education Direct Program Services

JOB CODE TITLE: SUBSTITUTE TEACHER

HRIS TITLE: SUBSTITUTE TEACHER

CHARACTERISTICS OF THE CLASS: NOTE: This class is not to be used for long term assignments. Works under general supervision of a first-line education program supervisor for an assigned facility. Has the authority to make limited decisions on curriculum presentations, instructional methods, lesson plans, class notes, classroom discipline and security. Instructs youths or adults in elementary or secondary academic, special education or vocational subjects, in groups and individually, in various educational programs or curriculum. Work product consists of assigned classroom instruction completed; reports prepared and submitted. Responsible for timeliness of class sessions and meetings; safety and security of classroom or program area; timely grades and related reports on students.

EXAMPLES OF DUTIES: Teaches elementary and/or secondary school subjects to students in an educational program comprising regular, alternative, special education, or vocational curriculum and may include remedial reading, mathematics, writing skills or composition. Instructs students, assigns study tasks, demonstrates techniques, assigns reading or material examinations, advises on improvement of learning. Tutors students in their studies. Corrects tests and workbook papers and scores tests. Lectures to students in techniques and background theories relating to special education, college preparatory, or vocational skills or trades. Counts students and maintains records of those entering or leaving as a security check; takes attendance and prepares and submits reports. Teaches and counsels students in preparation for high school equivalency tests. As required, maintains records of students' privilege status, good behavior, time, and other references affecting individual programs or services. Escorts students to various authorized areas of institution. Attends staff meetings as required. Performs related work as required.

WORK CONDITIONS: Must be available for work on short notice; assignments will be with youths and/or adult residents in institutional or community settings.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Subject area taught; currently accepted methods, techniques and practices in school or classroom teaching, and applications of these in institutional programs; needs and responses of youths or adults in institutional or community settings; rules, regulations, policies and standards governing the particular educational programs of the assignment.

Skill/Ability to: Instructing individuals or groups in academic, special education, or vocational subjects; oral and written communications; interpersonal relationships appropriate to the specific types of students encountered in these programs.

EXPERIENCE AND EDUCATION: Typical ways to obtain the KSAs would be: Bachelor's degree from an accredited college or university; OR successful completion of a teacher education program that included student teaching; OR successful completion of a teacher education program and two years of classroom experience in grades K through 12. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Current Arizona Department of Education certification as a regular or substitute teacher. Some positions will require a background investigation.