



1001 Boone Ave North | Minneapolis, MN 55427

## Building Substitute

*Last updated December 8<sup>th</sup>, 2022*

**Reports to** Principal  
**Supervises**  
**Employment Status** Full-time, School Year

### **Job Summary**

To provide instruction in the classroom in the absence of a teacher or behavior therapist.

### **Essential Job Functions**

- Assume all duties and responsibilities in the absence of the regular classroom teacher or behavior therapist
- Execute lessons plans
- Effectively manage a classroom of students
- Maintain a positive learning environment for all students
- Make use of instructional procedures and materials which are most suitable for attaining lesson goals
- Attend weekly staff meetings and professional development;
- Direct the learning procedure in the direction of accomplishing curriculum objectives and goals as implied in the lesson plans for projects, lessons or units assigned
- Ensure a sustainable relationship with parents, pupils, school personnel and members of the public by communicating in a confidential, polite and refined manner.
- Create a classroom environment in which student accomplishments are celebrated;
- Assist students in understanding their disabilities, and teach strategies and problem solving to help students develop skills for outside the classroom.
- Assists with Experiential learning opportunities at appropriate developmental levels for all students.
- Assists teaching staff with the coordination of In Vivo Learning.
- Assists with service-learning opportunities at appropriate developmental levels for all students.

### **Duties and Responsibilities**

- Must work through teacher lesson plans, give out class work and assignments
- Conclude evaluations and daily reports to give account of any information pertaining to the events of the day.
- Provide an inviting, exciting, innovative, and challenging learning environment;



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- Engage in effective and appropriate classroom management;
- Collaborate with other staff members to create meaningful community learning opportunities and community-based partnerships;
- Work with other staff members to form a positive, supportive team atmosphere;
- Maintains data privacy and confidentiality
- Uses proper channels in communication with parents
- Offers suggestions for the improvement of the program and system
- Maintains a professional attitude and loyalty to the organization
- Attends all staff meetings
- To perform other duties as assigned by the Principal or Enrichment Program Manager

### **Professionalism**

- Develop and maintain productive, positive working relationships with students, families, staff and volunteers.
- Perform all functions professionally, treating all students and families, staff and volunteers with respect.
- Maintain a level of flexibility with all staff, offering assistance to others as appropriate.
- Maintain a good attendance record; be prompt and punctual to the worksite.
- Perform all duties in accordance with the Employee Handbook.
- Perform all task and responsibilities as assigned and according to due dates.
- Make high quality, finely-tuned decisions, seek input from others when necessary and make timely decisions.

### **Minimum Requirements, Credentials, and Experience**

- Identified classroom experience and teaming experience
- Flexible traits that will thrive in a new learning environment;
- Demonstrated interest or expertise in working with students with autism and/or related neurodiversities;
- Demonstrated experience in the instruction of students with varied learning styles and levels of mastery.
- Demonstrated ability to work well with families;
- Ability to work effectively as a team member;
- Willingness to be held accountable for student results;
- Ability to evaluate tests and measurements of achievement;
- Successfully pass a criminal background check.
- BA in an education or related field.
- Clean driving record

### **Preferred Credentials, and Experience**



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- Possession of a valid Teaching License in an education field:

**PHYSICAL REQUIREMENTS:**

**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.

The employee frequently is required to walk; use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; reach with hands and arms and to sit. The employee must regularly lift and/or move up to 25 pounds and may occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**Frequency Key: Never - 0 hours; Rare - up to 1 hour; Occasional - 1-3 hours; Frequent - 3-6 Hours; Constant - 6-8 hours**

<b>Physical Activity</b>	<b>Frequency</b>
• Sitting	Frequent
• Walking	Constant
• Climbing stairs	Occasional
• Standing	Constant
• Crouching/Bending/Stooping	Constant
• Reaching	Constant
• Pushing/Pulling	Occasional up to 50 lbs.
• Near Vision	Constant
• Far Vision	Constant
• Hearing	Constant
• Talking	Constant
• Lifting/carrying (#50 lbs)	Occasional
• Travel	Occasional

**Additional Working Conditions, Work Environment**

The work environment characteristics 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 these functions.



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The employee will work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, status with regard to public assistance, membership or activity in a local commission, disability, sex, and/or age.

The employee is continuously responsible for the safety, well-being, and work output of students. There may be:

1. Occasional exposure to blood, bodily fluids, tissue and noxious odors.
2. Occasional exposure to unruly students/adults.
3. Occasional operation of a vehicle in inclement weather.

### **Evaluation**

Performance of this job will be evaluated yearly in accordance with the provisions of the Board's policy.

### **Salary**

Competitive and dependent on experience, \$45,000-55,000.  
Health benefit package

### **Disclaimer**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*