



1001 Boone Ave North | Minneapolis, MN 55427

POSITION DESCRIPTION

Position Title:
Building Substitute

FLSA Designation:
Full Time – School Year 40hrs/week

Department:
Faculty

Reports to:
Principal

Date Written/Revised:

2/8/24

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 teacher, behavior therapist and fill in at the front desk when coverage is needed.
- Execute lessons plans when needed
- Effectively manage a classroom of students/participants
- 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.
- Assist Owl's Nest, driveline and clubs as needed.



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- Conclude evaluations and daily reports to give account of any information pertaining to the events of the day.
- Uses proper channels in communication with parents
- Maintains a professional attitude and loyalty to the organization
- Attends all staff meetings
- To perform other duties as assigned by the Principal

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

- 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



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<u>Physical Activity</u>	<u>Frequency</u>
• 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.

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



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Health and dental benefit package

Optional Vision insurance

Short and long term disability provided by the employer

Life insurance provided by the employer

401K with 4% employer match

An average of 50 minutes of prep per day to allow for differentiation

Paid Time Off

Paid Holidays

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.