

**ORLEANS/NIAGARA
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
4232 Shelby Basin Rd
Medina, NY 14103**

JOB TITLE: Substitute Teacher	LOCATION: Various School Buildings within Orleans/Niagara BOCES
IMMEDIATE SUPERVISOR: Program Administrator	PAY SCALE: Substitute Teacher

JOB DESCRIPTION:

To replace the Regularly Appointed Teacher in his/her absence. To provide as closely as possible the same successful instructional and learning environment that would exist if the Regularly Appointed Teacher were in attendance. The Substitute Teacher is responsible for carrying out the lesson plans of the Regularly Appointed Teacher for whom he/she is substituting.

ESSENTIAL FUNCTIONS/TYPICAL TASKS (ILLUSTRATIVE ONLY):

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- ♦ Follows the lesson plan left by the teacher for whom he/she is substituting in accordance with district's philosophy, goals, and objectives.
- ♦ Maintains as fully as possible the established routines and procedures of the school and classroom where assigned.
- ♦ Meets and instructs assigned classes in the locations and at the times designated.
- ♦ Establishes and maintains order in the classroom.
- ♦ Maintains a classroom environment conducive to effective learning.
- ♦ Establishes a climate that promotes fairness and respect.
- ♦ Takes all necessary and reasonable precautions to protect students, materials, equipment, and facilities.
- ♦ Corrects any student papers assigned during the day.
- ♦ Places students' papers in regular teacher's desk.
- ♦ Returns instructional materials and equipment to proper place.
- ♦ Dismisses all students from the classroom before leaving the building.
- ♦ Submits a report to the classroom teacher of what was done.
- ♦ Conducts oneself in a business-like and task-oriented manner.
- ♦ Uses positive verbal and non-verbal skills that enhance learning.
- ♦ Models non-discriminatory practices in all activities.
- ♦ Cooperates with school personnel.
- ♦ Maintains confidentiality of all information concerning students, staff, or parent/guardian in any public setting.
- ♦ Assists in upholding and enforcing school rules, administrative regulations, and School Board Policies.
- ♦ Performs other related duties as assigned by program/building administrator(s) in accordance with school policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

- ♦ Ability to follow oral and written directions.
- ♦ Ability to maintain effective classroom management strategies.
- ♦ Possess problem solving skills, imagination, patience, reasoning, creativity, judgment, and analytical abilities.
- ♦ Ability to communicate effectively.
- ♦ Possess the ability to plan appropriate educational activities for students when there are no plans available or when assigned because of an emergency.
- ♦ Possess positive communication skills, both orally and written in working with students, physically and developmentally handicapped children, parents, personnel, vendors, and the public.

POSITION REQUIREMENTS:

- ♦ Candidate must be at least 18 years of age.
- ♦ Minimum education equivalent to graduation from an accredited high school or General Education Certificate (GED).
- ♦ Home schooled individuals must have a GED or diploma issued by an accredited school. A bachelor's degree or higher supersedes the requirement of a high school diploma or GED. If an individual recently obtained a bachelor's degree (or higher), but the degree is not posted on a transcript yet, then a letter from the college registrar is sufficient.

- ◆ Substitutes with valid teaching certificates or certificates of qualification: Service may be rendered in any capacity, for any number of days. If employed on more than an itinerant basis, such persons will be employed in an area for which they are certified.
- ◆ Substitutes without a valid certificate, but who are completing collegiate study toward certification at the rate of not less than six semester hours per year: Service may, with approval of the BOCES, be rendered in any capacity, for any number of days. If employed on more than an itinerant basis, such persons will be employed in the area for which they are seeking certification.
- ◆ Substitutes without a valid certificate and who are not working towards certification: Service may be rendered for no more than 40 days by a school district in a school year.
- ◆ Candidate must agree to fingerprinting and authorize Orleans/Niagara BOCES to conduct a Criminal History Records Search.

EQUIPMENT USED:

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| ◆ VCR | ◆ Copier |
| ◆ Overhead | ◆ Typewriter |
| ◆ Fax Machine | ◆ Calculator |
| ◆ Personal Computer | ◆ Various Adaptive Equipment |
| ◆ Various Industrial Equipment | ◆ DVD Player |
| ◆ Interactive White Board | ◆ Interactive Hand Held Tablet |

PHYSICAL REQUIREMENTS

Duties performed typically in school settings to include: classrooms, gymnasiums, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, kneeling, crouching, and lifting of students, equipment and/or materials may be required. Other physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Dexterity of hands and fingers is required to manipulate specialized apparatus and to operate audio-visual and educational training equipment. Occasional travel between work sites may be required. The substitute teacher is subject to inside and outside environmental conditions, noise and hazards. Movement of students by wheelchairs and other mechanical devices is required in Special Education classrooms. Instruction to special needs students occurs frequently. Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days. Regular contact with other staff members and program/building administrator(s) is required on assigned days as a substitute.

ENVIRONMENTAL CONDITIONS

- ◆ Air-conditioned buildings.
- ◆ Occasional exposure to weather extremes.
- ◆ Ability to tolerate varying noise levels.
- ◆ Exposure to anti-social behavior.
- ◆ Exposure to bodily fluids and infectious diseases.
- ◆ Ability to tolerate stressful situations.

POSITION INFORMATION

- ◆ Employment is on an as-needed basis.
- ◆ Services may be needed for one day, one week or one month.
- ◆ All daily assignments are subject to possible cancellation (without compensation) at any time prior to the beginning of the workday.
- ◆ Need for substitutes will vary from day-to-day and week-to-week and, as such, no guarantee can be given for work on any given day.
- ◆ Supervised by Program Administrator.
- ◆ Employment is automatically discontinued effective June 30th, unless the individual is re-appointed for the succeeding school year.

**ORLEANS/NIAGARA
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4232 Shelby Basin Rd
Medina, NY 14103**

JOB TITLE: Substitute Teacher Aide	LOCATION: Various School Buildings within Orleans/Niagara BOCES
IMMEDIATE SUPERVISOR: Program Administrator	PAY SCALE: Substitute Teacher Aide

JOB DESCRIPTION:

To replace the Regularly Appointed Teacher Aide in his/her absence. This work involves responsibility for the performance of routine classroom duties and non-professional tasks to assist teachers in the classroom. Teacher Aides are to cooperate in a supportive role carrying out developmentally appropriate activities. Teacher Aides are to promote the health and education of the children and to attend to their safety and welfare. A Teacher Aide works under the general supervision of a teacher or the principal

ESSENTIAL FUNCTIONS/TYPICAL TASKS (ILLUSTRATIVE ONLY):

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- ♦ Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper(s) and supplies.
- ♦ Assist in overseeing student activities; monitor and control student behavior in accordance with established guidelines.
- ♦ Perform routine clerical duties in support of classroom activities such as copying and filing of instructional material, class attendance, and lunch counts.
- ♦ Keep records such as recording grades or completion of homework assignments, as directed by the teacher. May assist teacher in proctoring tests and correct standardized objective tests.
- ♦ Assist teacher in routine classroom preparation duties, such as making student folders, charts, schedules, posters and bulletin boards at the direction of the teacher.
- ♦ Assist teachers in demonstrating the proper use of vocational tools and equipment.
- ♦ Supervise and monitor class when teacher is out of the room.
- ♦ Relieve teacher of study hall, corridor, lunchroom and other monitorial duties.
- ♦ Perform required care-giving/personal hygiene activities for student, i.e. feeding, toileting, dressing, etc.
- ♦ Escort students in moving to restrooms and other areas in the building such as the cafeteria or nurses office; escort students during other school related activities as needed including assemblies, field trips and co-curricular activities.
- ♦ Assist students on and off the bus, including students in wheelchairs and lift students as needed. Help students prepare for dismissal by helping students gather belongings.
- ♦ Assist students with braces and other orthopedic equipment; lift, position and reposition students as needed.
- ♦ Assist students with severe eating problems and monitor self-feeding students; take appropriate action when students have difficulty while eating.
- ♦ Assure the health and safety of students by following health and safety practices and procedures; assist maintaining discipline and structure within the classroom. Provide a clean and orderly classroom environment.
- ♦ Establish a climate that promotes fairness and respect.
- ♦ Take all necessary and reasonable precautions to protect students, materials, equipment, and facilities.
- ♦ Return instructional materials and equipment to proper place.
- ♦ Conduct oneself in a business-like and task-oriented manner.
- ♦ Use positive verbal and non-verbal skills that enhance learning.
- ♦ Model non-discriminatory practices in all activities.
- ♦ Cooperate with school personnel.
- ♦ Maintain confidentiality of all information concerning students, staff, or parent/guardian in any public setting.
- ♦ Assist in upholding and enforcing school rules, administrative regulations, and School Board Policies.
- ♦ Perform other related duties as assigned by program/building administrator(s) in accordance with school policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

- ♦ Conform to and support the assigned teacher's style of classroom management.
- ♦ Understand and follow oral and written directions.
- ♦ Possess problem solving skills, imagination, patience, reasoning, creativity, judgment, and analytical abilities.
- ♦ Ability to communicate effectively.
- ♦ Work cooperatively with others and independently as needed.

- ◆ Possess positive communication skills, both orally and written in working with students, physically and developmentally handicapped children, parents, personnel, vendors, and the public.
- ◆ Assist in toileting and feeding special education students.
- ◆ Lift, restrain and discipline students according to approved policies and procedures.
- ◆ Be tactful, courteous, dependable, resourceful, and show initiative.

POSITION REQUIREMENTS:

- ◆ Candidate must be at least 18 years of age.
- ◆ Education equivalent to graduation from an accredited high school or General Education Certificate (GED).
- ◆ Experience working with children with disabilities preferred.
- ◆ Candidate must agree to fingerprinting and authorize Orleans/Niagara BOCES to conduct a Criminal History Records Search.

EQUIPMENT USED:

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| ◆ VCR | ◆ Copier | ◆ Overhead |
| ◆ Personal Computer | ◆ Typewriter | ◆ Fax Machine |
| ◆ Calculator | ◆ DVD Player | |
| ◆ Various Industrial Equipment | ◆ Various Adaptive Equipment | |

PHYSICAL REQUIREMENTS

Duties performed typically in school settings to include: classrooms, gymnasiums, cafeteria, auditorium, and recreational areas. Requirements generally include, but are not limited to the abilities to regularly and repetitively stand, walk, sit, lift, carry, bend, stoop, crouch, reach, push, pull, crawl, kneel, and climb stairs while interacting with students, equipment and/or materials that may be required. Other physical activities may be required. Physical conditions commensurate with the demands of the position. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Dexterity of hands and fingers is required to manipulate specialized apparatus and to operate audio-visual and educational training equipment. The substitute teacher aide is subject to inside and outside environmental conditions, noise and hazards. Movement of students by wheelchairs and other mechanical devices is required in special education classrooms. Regular contact with other staff members and program/building administrator(s) is required on assigned days as a substitute.

ENVIRONMENTAL CONDITIONS

- ◆ Air-conditioned buildings.
- ◆ Occasional exposure to weather extremes.
- ◆ Ability to tolerate varying noise levels.
- ◆ Exposure to anti-social behavior.
- ◆ Exposure to bodily fluids and infectious diseases.
- ◆ Ability to tolerate stressful situations.

POSITION INFORMATION

- ◆ Employment is on an as-needed basis.
- ◆ Services may be needed for one day, one week or one month.
- ◆ All daily assignments are subject to possible cancellation (without compensation) at any time prior to the beginning of the workday.
- ◆ Need for substitutes will vary from day-to-day and week-to-week and, as such, no guarantee can be given for work on any given day.
- ◆ Supervised by Program Administrator.
- ◆ Employment is automatically discontinued effective June 30th, unless the individual is re-appointed for the succeeding school year.