

Bottineau Public School District

Teacher, Substitute Job Description

Qualifications:

1. Bachelor's Degree in Education
2. Valid ND Teaching Certificate and specific endorsements

Reports to:

Elementary or High School Principal

Supervisory Responsibilities:

Supervises students and oversees paraprofessional for instruction purposes.

Performance Responsibilities:

1. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
2. Ability to write reports, business correspondence, and procedure manuals.
3. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
4. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
5. Ability to apply concepts of basic algebra and geometry.
6. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
7. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
8. Ability to apply knowledge of current research and theory in specific field.
9. Ability to establish and maintain effective working relationships with students, staff and the community.
10. Ability to communicate clearly and concisely both in oral and written form.
11. Ability to perform duties with awareness of all district requirements and Board of Education policies.
12. Documents student progress or behavior.
13. Meets District's standards for employee performance and attendance.
14. Performs other related duties as assigned.

Evaluation:

Job performance is evaluated in accordance to district guidelines by the Elementary or High School Principal.

Date adopted: December 2014