



**Job Title:** Substitute Teacher

**Department:** Talent Management

**Reports To:** Site Administrator and Director of Certified Talent

**Grade:** Substitute pay scale, based on education and certification

**Number of Days:** Varies

**Overtime Status:** Ineligible

**Last Revised Date:** August 13, 2019

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** In the absence of the full-time classroom teacher, the substitute teacher provides instruction, encourages student's progress, and manages the learning environment.

**Minimum Qualifications:**

**Education:**

- High school diploma or equivalency

**Specialized Knowledge, Licenses, etc.:**

- Oklahoma Teacher Certification preferred

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Implement existing lesson plans in a manner that ensures the integrity of academic time and motivates students to learn and participate
- Instruct students regarding a variety of classroom topics and courses of instruction
- Follow lesson plans as required by school and Tulsa Public Schools policy
- Assign reasonable tasks and homework to students in accordance with the lesson plans
- Address the various learning styles of students accordingly
- Model correct use of spoken and written English language
- Demonstrate professional practices in teaching
- For long-term assignments, may be required to develop lesson plans; create, administer, and grade tests/assignments; participate in parent-teacher conferences; and attend school related functions. *Please note: activities may occur outside of normal school hours*
- Must report suspected child neglect or abuse immediately
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Possess familiarity with the subject(s) being taught
- Demonstrate some knowledge of the principles and methodologies of effective teaching
- Must possess ability to communicate effectively verbally and in writing.
- Must possess the ability to establish and maintain effective working relationships with students, staff, parents, & the public
- Possess and demonstrate patience and flexibility with all school stakeholders

**Supervisory Responsibility:**

- May be required to direct paraprofessionals and/or teaching assistants

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Must have the ability to:
  - sit and stand for extended periods of time
  - exhibit manual dexterity to dial a telephone
  - enter data into a computer terminal/typewriter
  - see and read a computer screen and printed material with or without vision aids
  - hear and understand speech at normal classroom levels, outdoors and on the telephone
  - speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone
  - physical lift up to 25 pounds to shoulder height
  - bend, to stoop, sit on the floor, climb stairs, walk and reach overhead
- Must be mobile in order to attend events and meetings outside of regular work hours

- Normal effort of occasional periods of light physical activity

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*