

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Substitute Teacher		Class Code: 002ID0
	FLSA Status: Non-Exempt	Salary Schedule: PAT	Effective Date:
	Summary: Incumbent performs professional teaching of academic and/or vocational physical education subjects at the pre-school, elementary or secondary level.		

Duties:

- Prepares daily and weekly lesson plans;
- Assigns and corrects homework and classroom exercises;
- Utilizes a variety of special instructional equipment;
- Evaluates performance and progress of students;
- Counsels students on academic, personal and/or behavioral problems;
- Administers reading and achievement tests to pupils;
- Confers with parents and members of staff on behavior and/or personal problems and school progress of students;
- Organizes social activities and field trips on occasion;
- Participates in faculty and professional meetings, education conferences and workshops;
- Performs related duties as required.

Job Requirements:

- Specialized and current knowledge of the subject matter to be taught and the techniques used in area of specialization;
- Specialized knowledge of modern teaching practices and principles utilized in educating deaf students;
- Specialized knowledge of equipment that may be utilize as teaching aids;
- Basic knowledge of audiology, oral rehabilitation and speech pathology;
- Working knowledge of school administrative guidelines and policies;
- Ability to evaluate the performance, skills and progress of a student;
- Ability to include expressive and receptive skills in manual communication.

Difficulty of Work:

Considerable judgment is needed in the performance of work within the guidelines of various state laws relating to the deaf with regulations such as the Indiana School for the Deaf policies and procedures, professional standards such as the American Speech and Hearing Association Professional Code of Ethics and guidelines of the Council on Education of the Deaf and the Convention of American Instructors of the Deaf.

Judgment, adaptive thinking and creativity are necessary throughout the daily teaching process by developing and executing appropriate lesson plans and building daily upon each pupil's accumulated knowledge. The work is broad in scope involving many variables when dealing with the unique problems of individual pupils.

Responsibility:

Incumbent receives general instructions as to assignment. Incumbent has final authority for determination of grades and makes recommendations in respect to the enrollment or placement of individual deaf children. Work is reviewed on a spot-check basis and at the end of the year's work for compliance with instructions and guidelines. Deviations are referred to the supervising teacher at the discretion of the incumbent. Incumbent follows institutional policy and procedures and makes non-routine decisions and recommendations which have a substantial effect on the development of the students.

Personal Work Relationships:

Contacts are with deaf students for the primary purpose of providing education in both academic subjects and vocational subjects as well as for counseling purposes. Incumbent also interacts with the institution's staff, employees within other agencies and organizations, families of the students and general public. Contacts are for the purpose of exchanging information regarding student performance and progress,

providing general information regarding the Deaf School and assisting in developing coordinated instructional services.

Physical Effort:

Work is performed in a classroom and requires extensive standing, walking and occasional bending and lifting.