

# South Fayette Township School District

3680 Old Oakdale Road  
McDonald, PA 15057  
(412) 221-4542; Fax (724) 693-2883  
www.southfayette.org

## Job Description

**TITLE:** Intermediate School Building Substitute Teacher

**REPORTS TO:** Intermediate School Principals

### JOB GOALS:

- To create a flexible elementary grade program and a class environment favorable to learning and personal growth
- To establish effective rapport with the students
- To motivate pupils to develop skills and knowledge needed to provide a strong foundation for elementary school education, in accordance with each pupil's ability
- To establish positive relationships with parents and with other staff members

### QUALIFICATIONS:

1. Valid Pennsylvania teaching certificate
2. Elementary Education Certification (Pre-K-4 w/ 5-6 add on or Elementary K-6)
3. 3.0 or higher QPA
4. Proof of ongoing professional or educational experience
5. Outstanding verbal and written communication skills
6. Computer literacy

### PERFORMANCE RESPONSIBILITIES:

1. Teaches the assigned academic subject(s) to pupils in a classroom, using the approved course of study adopted by the South Fayette Township School District.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Follows provided lesson plans and appropriately utilizes instructional materials in order to provide individualized and small group instruction.
4. Fosters an inquiry-based approach to learning through project-based, real-world tasks.
5. Promotes the integration of STEAM (Science, Technology, Engineering, Arts, Mathematics) concepts through experiential learning opportunities.
6. Translates lesson plans into learning experiences so as to best utilize the available time for instruction.

7. Utilizes multiple instructional technologies to engage students and enhance instructional practices for students.
8. Establishes and maintains standards of pupil behavior needed to achieve a functional, safe learning atmosphere in the classroom.
9. Keeps appropriate records in order to inform the assigned classroom teacher of the student progress made during the teacher's absence.
10. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, behavior, and learning problems.
11. Supervises pupils in out-of-classroom activities during the assigned working day.
12. Administers group standardized tests in accordance with district and state testing procedures.
13. Demonstrates flexibility when asked to assist with various building coverage needs.

**TERMS OF EMPLOYMENT:**

Terms of employment are in accordance with the agreement between the South Fayette Township Board of Education and the South Fayette Education Association.

**EDUCATION:**

Performance of this job will be evaluated by the building principal and communicated to the superintendent for review.