



NAVAJO COUNTY EDUCATION SERVICE AGENCY
JOB DESCRIPTION

SUBSTITUTE TEACHER

Revision Approval:	Date Approved: 10-22-15
Department: NCAD: NCIS HS/HOPE JUV DET	Classification: Classified
Daily Rate: \$100	FLSA Status: Non-Exempt

Role:

Under general direction, performs a range of instructional support services such as assisting students with subject area work one-on-one or in small groups in a broad range of subject areas.

Major Duties & Responsibilities:

Assists in the instruction of students through one-on-one, small group, or whole class interaction; assists in computer-aided instruction of students.

Assist teachers with classroom set-up and clean-up, grading, and library check-in/out.

Responds to questions and needs of students by locating and providing appropriate information and materials.

Maintains adherence to classroom behavioral expectations and detention rules.

Perform other job duties as assigned.

Expectations:

1. Ability to provide instruction for juvenile detainees in a broad range of subject areas one-on-one, small groups, or whole class setting.
2. Ability to adhere to all detention policies and procedures.
3. Maintain a cohesive school atmosphere conducive to learning and maintain adherence to classroom behavioral expectations and detention rules.
4. Follow and adhere to policies and procedures for the maintenance of a clean and orderly classroom.
5. Maintain a cooperative partnership with detention and probation personnel.
6. Respond appropriately in a timely manner to educational inquiries made from probation, detention, schools, and other relevant agencies while adhering to confidentiality regulations.

Knowledge and Skills:

Experience: Two years of experience working in an educational setting or related field.

Education: High school diploma; Arizona substitute teacher certificate.

Interpersonal Skills: A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with education and detention staff. Work involves motivating students; the ability to work with and within a secure care setting is a must, as is the willingness to adapt to working with students with varying

degrees of educational functioning abilities. Expect frequent interruptions of planned work activities and response to unplanned events.

Other Skills: Ability to work within a team; be flexible

Employment with Navajo County ESA is contingent upon successfully passing a background check and verification of work history, academic credentials, licenses and certifications, as applicable.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.