



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
Post Office Box 213030 • Stockton, California 95213-9030
Telephone (209) 468-4800

Job Description

POSITION TITLE:	<i>Certificated Replacement Teacher Development, Educational Services</i>	#1015
SALARY PLACEMENT:	Permanent Certificated Substitute	

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

BA, fingerprint clearance, possession (or ability to obtain) emergency substitute permit, willing to waive CBEST if registered for test. Willing to teach at all grade levels in a variety of settings throughout San Joaquin County. Valid California Driver's license.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Passing score on CBEST (will waive with proof of registration for fall exam).

MINIMUM EXPERIENCE:

Experience either substitute teaching or similar experience managing groups of children.

DESIRABLE EXPERIENCE:

Two or three years of successful substitute teaching.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Willingness to teach at all grade levels in a variety of settings throughout San Joaquin County.

SUMMARY OF POSITION:

Under direction of the Assistant Superintendent for Curriculum and Instruction, and the Director of Teacher Development, this position will provide release time to teachers involved in SJCOE BTSA Program and Intern Programs. Observation Release Teacher will teach for the participant while they are released from their classroom. Will follow plans left by BTSA/Intern participant. Does other related work as required.

ESSENTIAL FUNCTIONS

Essential functions may include, but are not limited to:

1. Replace classroom teacher on a daily basis.
2. Follows lesson plans left by teacher.
3. Adheres to policy and procedures of assigned school site and district.
4. Maintain calendar of workdays.
5. Communicates with classroom teacher as appropriate.
6. Other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in a school environment and come in direct contact with students, SJCOE district staff, and the public.