

## FLOATING SUBSTITUTE TEACHER-AIDE

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

Position	Part-Time or Full-Time	Deadline to Apply	Start Date	Building/District Location	Special Requirements
Floating Substitute Teacher-Aide	Part-Time 4 days/week (Typically M-Th)  Hours vary by job site	Until Filled	8/1/2020	ESC Classrooms in Hardin, Logan, and Shelby Counties	Must hold, or have the ability to obtain, a valid ODE Teaching license with a provisional license preferred. This position will utilize Absence Management to fill vacant teaching or aide positions in the ESC classrooms.

If you have questions regarding the position and/or building assignment, please contact Craig Ludwig, Special Education Director at:

[cludwig@mresc.org](mailto:cludwig@mresc.org)

### HOW TO APPLY

- **Step #1** – Download an employment application from our website by clicking the application link below:

[MRESC Application](#)

- **Step #2** – Submit your completed application to:  
Midwest Regional ESC  
Attn: Jana Barhorst  
129 East Court St.  
Sidney, Ohio 45365

Or you may email the completed application to:

[jbarhorst@mresc.org](mailto:jbarhorst@mresc.org)

# MIDWEST REGIONAL EDUCATIONAL SERVICE CENTER

## BELLEFONTAINE\*OHIO

<b>Title:</b>	<b>FLOATING SUBSTITUTE TEACHER</b>	<b>File 307</b>
<b>Reports to:</b>	Building Administrator or Special Education Administrator	
<b>Job Objectives:</b>	Carry out the absent teacher's prepared lesson plan to maintain classroom continuity. Serves as a substitute teacher in multiple classrooms and/or buildings on a daily basis as directed by supervisor. Frequent travel to and among ESC classrooms and client districts is required.  <i>Note:</i> During an extended leave of absence as defined by local school district board policy and contractual agreements; the substitute teacher is responsible for performing all essential functions identified in the job description for the assigned position.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· Valid State of Ohio teacher license or provisional teacher license is preferred.</li><li>· Meet all health requirements mandated by law (e.g., a negative tuberculosis test, etc.).</li><li>· A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.</li><li>· The ability to utilize AESOP.</li><li>· Willingness to substitute teach in multiple districts from day to day.</li><li>· Group management and teaching skills.</li></ul>	
<b>Responsibilities and Essential Functions:</b>	<p>The following skills and duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Teach assigned classes as scheduled. Be responsible for teaching the material described in the absent teacher's lesson plans. Confer with the building principal and/or appropriate staff as required.</li><li>· Perform all duties regularly assigned to the absent teacher (e.g., playground duty, lunchroom supervision, etc.).</li><li>· Prepare a written summary of work completed for the absent teacher. Make the teacher aware of any concerns or special situations.</li><li>· Maintain a learning environment that stimulates interest, enthusiasm, and inquisitiveness about subjects and events. Communicate high expectations for students. Show an active interest in their progress. Use positive comments to encourage students and enhance their self-esteem. Foster self-reliance.</li><li>· Present material using a variety of approaches and teaching aids.</li><li>· Offer help when students ask for or their behavior suggests they need assistance. Avoid being intrusive. Allow students to seek their highest degree of independence. Solve student concerns discretely.</li><li>· Maintain complete and accurate classroom records, reports, and inventories, as required by law, district policy, or administrative directive.</li><li>· Provide close supervision and take reasonable precautions to ensure student safety. Do not leave students unsupervised.</li><li>· Promote the proper use and care of school property. Monitor student use of equipment.</li><li>-Help communicate school rules to students. Maintain high standards for student conduct. Uphold the student conduct code according to district policy. Protect the due process rights of students.</li><li>· Attempt to develop rapport and maintain the confidence of students, parents, and staff.</li></ul>	

- Respect the personal confidences and privacy needs of individuals. Ensure the confidentiality of privileged information.
- Report evidence of suspected child abuse to an appropriate authority and notify the building principal.
- Serve as a role model for students. Demonstrate personal integrity, responsibility, impartiality, respect, and courtesy.
- Perform other specific job-related duties as directed.

**Abilities  
Required:**

- Demonstrating professionalism and exemplary personal conduct.
- Displaying enthusiasm for education and the teaching profession.
- Skillfully managing individual, group, and organizational interactions.
- Using interpersonal skills to promote a favorable image of the school district.
- Expressing ideas effectively using verbal and writing skills.
- Organizing and managing time effectively. Reacting productively to interruptions and changing conditions.
- Displaying patience and flexibility with all individuals. Managing discipline by averting problem situations and resolving or diffusing conflicts.
- Ability to travel to meetings and work assignments.
- Lifting, carrying, and/or moving classroom supplies and equipment.
- Lifting, moving, and/or positioning children. Helping students using mobility devices (e.g., wheelchairs, walkers, crutches, etc.) and adaptive equipment.
- Performing activities that require stooping, kneeling, and/or crouching.
- Employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the Center.

**Supervisory  
Responsibility:**

Under the direction of the principal: schedule meaningful work assignments, provide instructions, and communicate expectations to assigned aides, student teachers, and volunteers.

**Working  
Conditions:**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens.
- Potential for interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Duties may require operating and/or riding in a vehicle.
- Duties may require telephone contact and considerable paperwork.
- Duties may require working under stress to meet schedules and deadlines.
- Frequent travel to and among ESC classrooms, or client district buildings in Shelby, Hardin, and Logan Counties.

**Performance Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the governing board.

The Midwest Regional Educational Service Center is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The governing board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education and all local and Federal mandates. This job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to funding.