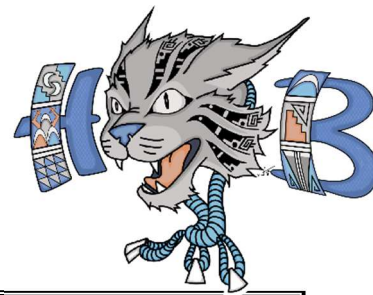


Hotevilla Bacavi Community School POSITION DESCRIPTION

Approved: March 13, 2026



TITLE: Substitute Teacher	EMPLOYMENT:
CLASSIFICATION: Non-Exempt	CATEGORY: Classified

GENERAL STATEMENT OF RESPONSIBILITIES: Incumbent serves as Substitute Teacher when a teacher is absent. Major responsibility will be to follow lesson plan and delivery instruction to students.

I. QUALIFICATIONS:

1. Arizona Substitute Certificate is required
2. Ability to communicate ideas and directive in clear and effectively both orally and in writing
3. Must have knowledge of computers, running of Accelerated Reading Program
4. Knowledge of Hopi Culture/Language preferred
5. Must have valid Arizona Driver License
6. Must pass criminal background checks by state, federal, and Hopi Tribe
7. As a minimum qualification, applicant's background checks must demonstrate successful, positive,
8. multi-year employment and performance of duties at each of applicant's last 5 years of employment
9. Must have or obtain CPR and First Aid certification
10. Must have or obtain Food Handler's certification by September 1st of current school year

II. DUTIES AND RESPONSIBILITIES:

1. Conducts classes and learning situations in elementary subject areas using a daily lesson/unit plan that is aligned to the Arizona State Academic Standards. Instructs students using classroom discussion, demonstration, audiovisuals aids and other teaching aids.
2. Manages classroom and schoolwide behavioral expectations within the classroom, except where administrative or counseling support is required.
3. Confers with parents or guardians as needed.
4. Reports to school office at beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials. Follows sign out procedures as prescribed by the Principal.
5. Carries out a program of study prescribed in the lesson plans left by the classroom teacher.
6. Employs instructional methods and materials that are most appropriate for meeting lesson objectives.
7. Takes attendance in accordance with school procedures.
8. Indicates to students at beginning of class the expectations for behavior in the class in accordance with Hotevilla Bacavi Community School policies.
9. Ensures that the students are never left unattended in the classroom.
10. May perform duties usually required of absent teacher such as lunchroom duty, hall monitoring, etc.
11. Knows procedures outlined in the Emergency Preparedness and Continuity of Operations Plans.
12. Knows school procedures and regulations.
13. Will make collaborative efforts to assist in reaching school improvement goals.
14. Will be in daily attendance of 90% or better on a monthly basis.

III. OTHER REQUIRED RESPONSIBILITIES

1. Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment.
2. Be responsible for following accountability procedures; know and observe Board policies and regulations.
3. Account for school and school property, as required.
4. Provide Quality Customer Service.
5. Performs other duties as assigned by supervisor.

IV. **SUPERVISION RECEIVED BY:** Principal

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Hotevilla Bacavi Community School Board functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

REVIEWED BY: _____ DATE: _____
Immediate Supervisor

APPROVED BY: _____ DATE: _____
Governing School Board