HILLSBORO R-3 SCHOOL DISTRICT

Hillsboro Primary School seeks a highly qualified, self-motivated, student-centered Deaf Education teacher to join its staff in a long-term substitute capacity.

The anticipated dates are November-March (subject to change)

The successful individual will have an in-depth understanding of the teaching and learning process characterized by a comprehensive repertoire of instructional and assessment strategies. Experience in collaborative teaching, differentiated instruction, literacy, and response to intervention (RTI) methodology is preferred.

Requires a minimum of 60 approved college credit hours (to obtain a substitute teaching certificate).

Rate of pay: $85.00 a day
Long Term Assignments (after the first 10 days consecutive): $120.00

For more information about this position, please contact Matt Whitehead, Executive Director of Special Education at 636-789-0066 or whitehead_matt@hsdr3.org

**Job Description:**

**PRIMARY DUTY**
Performs regular teacher’s class plan while the teacher is out.

**ESSENTIAL JOB FUNCTIONS** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

v. Assumes the responsibilities for instructing classes when a teacher is absent.

v. Assumes all other responsibilities for that teacher during the time the teacher is absent.

v. Prepares lesson plans with assistance, as directed by an administrator, when lesson plans are not available in the classroom.

v. Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent.

vi. Provides assistance for students who need special help on those days when no teacher is absent.
v. Provides for individualized and small group assistance for students as indicated by lesson plans.

SECONDARY JOB FUNCTIONS include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the secondary job functions.

v. Shares responsibility for supervision of students in all areas of the schools through activities such as monitoring student activity between classes.

v. Performs additional tasks and assumes such other responsibilities as assigned by the Principal.

SUPERVISORY RESPONSIBILITIES: in accordance with the District's policies and applicable laws.

v. No supervisory responsibility required.

EDUCATION and EXPERIENCE An equivalent combination of education, training and experience will be considered.

Preferred Credentials:

- Undergraduate Degree in Deaf Education from an accredited College or University
- Missouri State Teaching Certificate

Minimum Requirements:

- 60 credit hours from an accredited College or University:
- Missouri State Substitute Teaching Certificate

KNOWLEDGE, SKILLS and ABILITIES which may be representative but not all inclusive of those commonly associated with this position.

v. Language Ability: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students.

v. Math Ability: Basic math skills required.
v. **Reasoning Ability**: Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.

v. **Computer and Equipment Skills**: To perform this job successfully, an individual should have knowledge and experience with word processing software; spreadsheet software; development software and the Internet. In this position, individuals should have a working knowledge of laboratory equipment such as microscopes, beakers, measuring scales and balances. Additionally, individuals will utilize standard office equipment including photocopiers and telephone systems.

vi. **Video/Audio Skills**: Knowledge and experience with VCR and DVD players for use in audiovisual presentations.

v. **Personnel Management**: Skilled at developing, motivating, and directing people as they work.

**COMPETENCIES** to perform the job successfully, an individual should demonstrate the following competencies:

v. **Interpersonal** - Focuses on solving conflict; maintains confidentiality; remains open to others' ideas and viewpoints.

v. **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

v. **Written Communication** - Writes clearly and informatively; able to read and interpret written information.

v. **Ethics** - Treats people with respect; works with integrity and ethically; upholds school district values.

v. **Adaptability** - Adapts to changes in the work environment; changes approach or teaching method to best fit the situation.

v. **Attendance/Punctuality** - Is consistently at work and on time.

v. **Judgment** - Exhibits sound and accurate judgment; supports and explains reasoning for decisions.

v. **Mental toughness** – Maintains composure, keeps emotions in check, controls anger, and avoids aggressive behavior, even in difficult and stressful situations.

**WORK ENVIRONMENT** Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.
v. The employee may occasionally come into contact with potentially hazardous bodily fluids and/or fumes and airborne particles.

PHYSICAL ABILITIES Physical requirements commonly associated with the performance of the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

v. The employee may frequently lift and/or move up to 40 pounds.

v. Specific vision abilities required by this job include Near Vision, Distance vision, Peripheral vision, Depth perception, Ability to adjust focus, and Ability to identify and distinguish colors.

v. The employee will frequently be required to stand for long periods of time.

v. The employee may be required to grasp, push, reach with hands/arms, stoop, kneel, crouch, talk, hear, perform repetitive wrist, hand and/or finger movement, and move up or down from/to sitting position.