



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Guest Instructor**

Position Type: Certified Substitute	Department: Human Resources
Salary Schedule: N/A	Reports to: HR Manager/ Principal
Salary Range: N/A	Location: School
Term of Employment: 9 months	Date: July 1, 2021
Shift: Day	Approved By: Human Resources

POSITION SUMMARY:

To work in a partnership with students, staff, parents and the community in accordance with the district's vision and mission to promote student achievement.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This employee is responsible for carrying out the lesson plans and meeting the duties of teaching as outlined in laws and policies.

ESSENTIAL FUNCTIONS:

- Willing to work with students of differing disabilities and instructional need levels.
- Implements State Standards and District curriculum.
- Effectively assesses student learning.
- Creates an environment of respect and rapport.
- Establishes a culture for learning.
- Effectively manages student behavior.
- Optimizes physical space and resources for safety and usage.
- Communicates clearly and accurately with all audiences.
- Engages students in meaningful learning.
- Provides useful and timely feedback to students.
- Demonstrates flexibility and responsiveness.
- Maintains accurate records.

- Communicates well with parents, students, staff and administrators.
- Demonstrates professionalism at all times.
- Works cooperatively with all staff members.
- Co-plans and collaborates with team members on a minimum of a weekly basis.
- Places emphasis on both student achievement and well being.
- Establishes and maintains order in the classroom.
- Maintains a classroom environment conducive to effective learning.
- Takes all necessary and reasonable precautions to protect students, materials, equipment and facilities.
- Follows and Assists in upholding and enforcing school rules, administrative regulations, and School Board Policies.
- Collaborates with school supervisor to schedule required meetings and trainings.
- Must meet any additional specific job requirements as indicated by the school.
- Completes other job related duties as assigned.
- Provides Guest Instructor coverage as assigned by Human Resources on an as needed basis.

REQUIRED REQUIREMENTS:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Hold a Bachelor's degree (BA) or higher from a four-year college or university.
- Must meet all Arizona Department of Education teaching or substitute certification requirements.
- Completion of district substitute orientation.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning, implementing instructional strategies, and conducting day to day business.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.