

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

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| TITLE: | Emergency Replacement Teacher | CLASSIFICATION: | Certificated Non-Management Unrepresented |
| SERIES: | None | FLSA: | Exempt |
| JOB CLASS CODE: | 9742 | WORK YEAR: | Day-to-day, as needed |
| DEPARTMENT: | School Sites | SALARY: | \$500 Daily |
| REPORTS TO: | Assigned Supervisor | SUPERINTENDENT APPROVAL: | 03-22-19 |

THE SACRAMENTO CITY UNIFIED SCHOOL DISTRICT IS SEEKING TO HIRE EMERGENCY REPLACEMENT TEACHERS IN THE EVENT OF A STRIKE BY ITS REPRESENTED TEACHERS. EMERGENCY REPLACEMENT TEACHERS MAY BE EMPLOYED ON A DAY TO DAY BASIS TO SUBSTITUTE FOR ANY REPRESENTED TEACHER PARTICIPATING IN THE STRIKE.

BASIC FUNCTION:

The Emergency Replacement Teacher assists in maintaining the continuity of classroom instruction during a work stoppage or strike. The assignments may include all District school sites and may be for at least five (5) periods a day.

DISTINGUISHING CHARACTERISTICS:

The Emergency Replacement Teacher will provide instruction to students at the direction of District/site administrative staff, in accordance with the California Standards for the Teaching Profession (CSTP) as outlined by the California Commission on Teacher Credentialing.

REPRESENTATIVE DUTIES:

Assign student class work and homework. Deliver instruction to students and carry out district daily and weekly lesson plans, and assign grades for assignments.

Provide a positive climate for students and maintain control of the classroom.

Perform a variety of clerical duties such as preparation of instructional materials, attendance rosters, and the maintenance of records and files; lift light objects.

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: 90 semester units of coursework and be enrolled in a regionally-accredited four-year college or university and expertise in a particular field of interest, a strong desire to share knowledge and enthusiasm with others.

LICENSES AND OTHER REQUIREMENTS:

A minimum requirement is a valid Emergency Substitute Teaching Permit for Prospective Teachers issued by the California Commission on Teacher Credentialing required. The District will assist with expediting the process to obtain or renew the required permit.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Basic record-keeping techniques.

ABILITY TO:

- Respond to the educational needs of a diverse community.
- Work with culturally diverse students.
- Lift light objects according to safety regulations.

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

Jorge Aguilar, Superintendent

Date