



POSITION DESCRIPTION

Position	Category	Range
Substitute Instructor	Part-Time	Hourly

Primary Customers: Instructor, Faculty, UBATC Students, and Community
Supervision Exercised: Students and instructor assistants
Reports To: Vice President of Instruction and Director
Job Focus: Supports the College Mission and serves students, employers and the college community by providing relevant technical instruction, encouraging student progress and managing the learning environment while an instructor is gone. Success of an substitute instructor includes the abilities to: collaborate, simplify, communicate, advocate, celebrate success, build trust, empower others, and improve the college community and its programs.

- UBATC Guiding Principles for Employee:**
1. Act as a role model within and outside of UBATC
 2. Demonstrate a positive and respectful attitude
 3. Come prepared to perform duties as assigned
 4. Meet UBATC productivity standards
 5. Adhere to UBATC Policy and Procedures

Essential Duties and Performance Standards:

1. Implement existing lesson plans in a manner that ensures the integrity of academic time and motivates students to learn and participate.
2. Instruct students regarding a variety of classroom topics and courses of instruction.
3. Follow lesson plans given by an instructor
4. Assign reasonable tasks and homework to students in accordance with the lesson plans under the direction of the instructor.
5. Address the various learning styles of students accordingly.
6. Align class curriculum with USOE curriculum and offer USOE skills tests as appropriate when teaching secondary students
7. Under the direction of the instructor, advise students, evaluate, and record student progress in attaining their goals and objectives
8. Ensure safety and security requirements are met in the training area
9. Foster a productive learning and training environment.
10. Encourage and exemplify professionalism and good work habits
11. Display a high level of effort and commitment to performing work; operate effectively within the organizational structure; demonstrate trustworthiness and responsible behavior
12. Performs other related duties as assigned
13. Report any issues encountered to an instructor or administrator

Qualifications: 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.

Education and/or Experience: Minimum of a High School Diploma or its equivalent; excellent record of work based performance, related experience and/or training; or equivalent combination of education and experience.

Computer Skills: To perform this job successfully, an individual should have knowledge of or be willing to learn and operate Spreadsheet software and Word Processing software.

Certificates & Licenses: Must meet requirements of College accreditation body, and may be required to meet Utah State Office of Education (USOE) licensure requirements.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Must have open, positive communication skills with the ability to foster a productive learning environment. Ability to effectively present information and respond to questions from students, parents, supervisors, partners, and the general public.

Other Skills and Abilities: Must have demonstrated critical thinking skills, and ability to research and recommend assessment strategies. Must have proven ability to lead; including the ability to act as an advocate for the College in all partnerships. Must have the ability to coordinate with academic and industry partners. Some substitute positions require the ability to work a flexible schedule and may require some evening hours.

Work Environment: Incumbent of the position performs in a typical classroom/office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, but do require frequent walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking.

Additional requirements:

1. Must successfully pass criminal background check
2. Possess a valid driver's license

Employee signature below signifies understanding of and agreement with the requirements and responsibilities outlined in this job description.

Printed Name: _____ Signature: _____ Date: _____

Updated 1-2015

NOTE:

The job description and allocation of responsibilities may be amended from time to time as deemed necessary by the administration. The information presented, while not an exact or exhaustive listing, describes the work, performance standards, and qualifications typically required of positions or employees in this job. A specific position description or employee performance plan may differ as long as it is consistent with the core responsibilities, standards and qualifications for this job.