

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Substitute Teacher 1 - 4

SERIES NO.:

7191

MAJOR AGENCIES: Rehabilitation & Correction,
Youth Services**EFFECTIVE DATE:**

10/30/2005

SERIES PURPOSE:

The purpose of the substitute teacher occupation is to instruct inmates/consumers/residents, housed in state facilities, in assigned academic or career-tech subject or area of specialization.

GLOSSARY: The following are definitions/eligibility requirements in accordance with the State Council of Professional Educators OEA/NEA Agreement & distinguishes proper Substitute Teacher level per recommended degree.

Substitute Teacher 1, 71911: All employees in this class must possess a baccalaureate degree or less per OEA agreement.

Substitute Teacher 2, 71912: All employees in this class must possess a baccalaureate degree & twenty additional quarter hours but less than a master's degree, or non-degreed career-tech teachers who have completed an approved pre- & in-service education program & at least three years career-tech teaching experience, or who have a five year Professional License or four year provisional certificate in the area they are teaching per OEA agreement.

Substitute Teacher 3, 71913: All employees in this class must possess a master's degree but less than a Master's Degree & thirty additional post-graduate quarter hours. Non-degreed career-tech teachers shall be moved to the Master's Schedule after obtaining the requirements per OEA agreement.

Substitute Teacher 4, 71914: All employees in this class must possess a master's degree & thirty hours of post-graduate quarter hours. Non-degreed career-tech teachers shall move to the MA+30 column after obtaining the requirements per OEA agreement.

CLASS TITLE

Substitute Teacher 1

CLASS NUMBER

71911

PAY RANGE

Per OEA Agreement

EFFECTIVE

10/30/2005

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of teacher education in order to instruct inmates/consumers/residents, in assigned academic or career-tech subject or area of specialization.

CLASS TITLE

Substitute Teacher 2

CLASS NUMBER

71912

PAY RANGE

Per OEA Agreement

EFFECTIVE

10/30/2005

CLASS CONCEPT:

The full performance level class works under general direction & requires considerable knowledge of teacher education in order to instruct inmates/consumers/residents, in assigned academic or career-tech subject or area of specialization.

CLASS TITLE

Substitute Teacher 3

CLASS NUMBER

71913

PAY RANGE

Per OEA Agreement

EFFECTIVE

10/30/2005

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of teacher education in order to instruct inmates/consumers/residents, in assigned academic or career-tech subject or area of specialization.

CLASS TITLE

Substitute Teacher 4

CLASS NUMBER

71914

PAY RANGE

Per OEA Agreement

EFFECTIVE

10/30/2005

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of teacher education in order to instruct inmates/consumers/residents, in assigned academic or career-tech subject or area of specialization.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Substitute Teacher 1 - 4	71911 - 71914	10	10/30/2005	Per OEA Agreement

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assesses educational needs of inmates/consumers/residents, develops lesson plans to address those needs to include individualized assignments & training, provides instruction & individual assistance, administers, scores & interprets examinations & proficiency indicators, maintains discipline &/or security & counsels students concerning their performance, behavior &/or personal problems.

Attends variety of meetings (e.g., Individual Habilitation Plan, pre-admission, discharge, in-service training, parent conferences, treatment team, student interviews); prepares required records & reports (e.g., enrollment figures, grades, student progress); inventories & orders supplies & materials needed; organizes &/or monitors extracurricular activities; researches, selects & recommends new teaching materials.

MAJOR WORKER CHARACTERISTICS:

Knowledge of teacher education designed for assigned area of specialization or subject & grade level; departmental policies & procedures concerning operations of educational program to include those for discipline &/or security*. Skill in operating equipment associated with assigned area of specialization or subject to include audio-visual equipment. Ability to assess educational needs of students & develop appropriate lesson plans & individualized assistance; prepare & maintain accurate & concise reports & records; gather, collate & classify information about data, people or things; establish good rapport with students & work cooperatively with other facility staff members.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Must meet eligibility requirements for Teacher Certificate/License appropriate for grade level & area of specialization to be assigned; Substitute Teacher 1, 71911, must also have baccalaureate degree or less per OEA agreement; Substitute Teacher 2, 71912, must also have a baccalaureate degree & 20 additional quarter hrs. but less than master's degree, or non-degreed career-tech teachers with at least 3 yrs. career-tech teaching exp. & who have completed an approved pre- & in-service education program per OEA agreement; Substitute Teacher 3, 71913, must also have master's degree but less than a Master's Degree & thirty (30) additional post-graduate quarter hours. Non-degreed career-tech teachers shall be moved to the Master's Schedule after obtaining the requirement per OEA agreement; Substitute Teacher 4, 71914, must also have master's degree & 30 hrs. of post-graduate quarter hours. Non-degreed career-tech teachers shall move to the MA+30 column after obtaining the requirements per OEA agreement.

NOTE: Applicant must successfully obtain Teacher Certificate or License prior to employment.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Certification/Licensure must be renewed in accordance to Section 3301-24-07 of Administrative Code.

UNUSUAL WORKING CONDITIONS:

May be exposed to dangerous inmates/consumers/residents; may be exposed to contagious diseases.