

**Substitute Teacher**  
**New Hanover County Schools**  
**Job Description**

**Class: Certified**  
**Dept: School**

**TITLE:** Substitute Teacher

**QUALIFICATIONS:**

1. Bachelor's degree in education with valid teaching certificate in North Carolina or Effective Teacher Training as evidenced by form of completion.
2. Other qualifications as the Superintendent and Board of Education may find appropriate.

**REPORTS TO:** Principal

**JOB GOAL:** To maintain a high level of student learning and a safe, orderly environment while the regular teacher is absent.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
2. Follow lesson plans.
3. Maintain a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
4. Provide appropriate instructional activities for students.
5. Maintain rules of classroom behavior and procedure; maintain order and safety in the classroom in a fair and just manner.
6. Carry out non-instructional duties as required or assigned.
7. Perform related duties and responsibilities as required by the Principal.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

Terms of Employment: As Needed Basis/FLSA Exempt

Starting Salary and/or Grade: New Hanover County Schools Substitute Salary Schedule

**Knowledge, Skills and Abilities:**

- Ability to use classroom instructional time appropriately and wisely.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, students, and parents.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Ability to maintain order and discipline in a classroom.
- Ability to constantly monitor the safety and well-being of students.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.