



# Crandall Independent School District

## Job Description

<b>Job Title:</b>	Substitute Teacher	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Human Resource Substitute Clerk/Principal	<b>Date Revised:</b>	June 15, 2021
<b>Dept./School:</b>	Assigned Campus		

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### Primary Purpose:

Provide quality instruction and student supervision in the absence of assigned teacher.

### Qualifications:

#### Education/Certification:

High school diploma or GED

Bachelor's/Master's degree, college transcripts, teacher certification

#### Special Knowledge/Skills:

Ability to report to duty on short notice

Ability to facilitate instructional activities with limited preparation time

Ability to control, manage, and supervise students in instructional settings

#### Fingerprinting:

State law requires that all substitute teachers have their fingerprints completed prior to entering a classroom. The cost of the fingerprinting ranges from \$45-\$55. You are only required to have your fingerprints done for one district in the State of Texas. This process will take place after you receive your Fast Pass and complete the required process. Crandall ISD requires a clear criminal background.

### Major Responsibilities and Duties:

#### Responsibilities

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 in a variety of classroom topics and courses of instruction as determined by lesson plan.
3. Follow lesson plans as required by school personnel.
4. Model correct use of spoken and written English language.
5. Demonstrate sound, professional practices in teaching.

#### Classroom Management

6. Maintain classroom control that fosters a safe, positive environment for all students and staff in accordance with all applicable laws and regulations.
7. Ensure adequate supervision of students to assure health, welfare, and safety of all students.
8. Take all necessary and reasonable precautions to protect assigned students, equipment, materials, and facilities.
9. Maintain presence and monitoring in assigned areas.
10. Report all student injuries, accidents, illnesses, and discipline problems to school personnel in a timely fashion.

**Professional Practices and Duties**

- 11. Interact in a cooperative and professional manner with students, parents, and school personnel.
- 12. Maintain confidentiality.
- 13. Comply with Board of Education policies and administrative regulations.
- 14. Enforce regulations concerning student conduct and discipline.
- 15. Be punctual-starting and ending class on time.
- 16. Dress in a professional manner consistent with school policies.
- 17. Maintain accurate, complete, and appropriate records and files.
- 18. Model non-discriminatory practices toward students, faculty and staff.

**Skills and Essential Job Function Requirements**

- 19. Daily personal and close non-physical contact with children to provide classroom management and learning environment support.
- 20. Excellent listening and verbal communication skills for expressing or exchanging ideas and communicating lesson plans.
- 21. Must be able to independently prepare and analyze written or computer data and lesson plans.
- 22. Must be able to determine the accuracy and thoroughness of work as well as directly observe students, surrounding, and activities.
- 23. Perform other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment

**Posture:** Prolonged sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking

**Lifting:** Occasional lifting of 35 lbs. or more; may lift and move textbooks and classroom equipment

**Environment:** Work inside or outside; regular exposure to noise

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions

The document describe the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Print Name

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Signature

\_\_\_\_\_  
Date