



## INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

**Job Title:** Substitute

**Exemption Status/Test:** Nonexempt

**Reports to:** Campus Principal

**Date Revised:** 09/2021

**Dept./School:** Assigned ILTexas Campus

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### **Primary Purpose:**

Assumes the duties of the regularly assigned classroom teacher in his/her absence. A substitute teacher is directly responsible to the Grade Level Administrator for which they are substitute teaching as well as all expectations set forth by the Human Resources Department. The substitute should be prepared to follow the plans provided by the teacher and depend on the substitute's teaching skills to provide a positive learning environment for pupils. The substitute is also required to fulfill all the extra duties assigned to the teacher for which they are temporarily replacing.

### **Qualifications:**

#### **Education/Certification:**

High School Diploma or GED required for all Substitute positions.  
Bachelor's Degree in Education or related field preferred

#### **Special Knowledge/Skills:**

Ability to work well with children  
Ability to communicate effectively

#### **Experience:**

Previous experience teaching experience or working with children preferred

### **Major Responsibilities and Duties:**

1. Teaches with understanding and respect for the individuality of each pupil.
2. Follows the lesson plans the teacher prepared in order to provide an effective lesson for students.
3. Consults with a Principal or Grade Level Administrator, before initiating any teaching or other procedure not specified in the lesson plans.
4. Records attendance and all other requested documentation.
5. Adheres strictly to professional ethics
6. Protects confidentiality of all ILTexas students.
7. Manages the learning environment by handling non-instructional tasks efficiently, using instructional time appropriately, maintaining an effective physical setting for instruction, and maintaining appropriate student behavior in the classroom.
8. Makes necessary referrals of pupils to other professional personnel according to district policy.

9. Reports in writing the day's activities to the regularly assigned classroom teacher.
10. Returns all instructional materials, equipment, and keys to the proper place at the conclusion of the teaching day.
11. Reports all student injuries, accidents, illnesses, and discipline problems as well as all student concerns or allegations to the appropriate authority immediately, or as soon as is reasonably possible.
12. Reviews job status i.e. dates, times, cancelations, number of days of the assignment etc. regularly in order to ensure the substitute's awareness of all job requirements as well as any changes made to the assignment.
13. Attends to the needs of students and engages them in learning at all times during the assignment.
14. Willingness and flexibility to change an assignment (be it grade level or subject) at a moment's notice when asked by a building administrator.
15. Work in a positive and cooperative manner with para educators, support staff, and all others in the school setting.
16. Must be able to work at least 6 assignments per school semester and follow through with all accepted assignments. (Semesters are from August-December and January-May).

**Additional Duties:**

Any and all other duties as assigned by campus principal.

**Supervisory Responsibilities:**

None.

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

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping

**Motion:** Moderate walking

**Lifting:** Regular light lifting and carrying (less than 15 pounds)

**Environment:** Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes 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.

Reviewed by

Date

Received by

Date