

SCHOOL DISTRICT OF WAKULLA COUNTY

SUBSTITUTE FOR TEACHER OR INSTRUCTIONAL SUPPORT PERSONNEL JOB DESCRIPTION

QUALIFICATIONS:

- (1) Hold a High School or G.E.D. diploma.
- (2) Be at least eighteen years of age.
- (3) Preference given to those with a valid Florida Teaching Certificate.
- (4) Successful completion of on-line Introductory Teacher Training for Substitute Teachers at www.edtrainingcenter.com.
- (5) Pre-employment drug screening.
- (6) Level 2 Background Clearance.

REPORTS TO:

Principal/Administrator of School/Program

JOB GOAL

To guide and direct assigned students through the prescribed lesson plans of the regular teacher.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Provide instruction and maintain a normal classroom environment in the absence of the regular teacher.
2. Utilize lesson plans provided by the regular classroom teacher or schedule of person for which one is substituting.
3. Supervise students in traditional and non-traditional classroom settings.
4. Develop assignments and activities when lesson plans are not available.
5. Conduct oneself in a responsible manner respecting the guidelines set forth by the administration.
6. Follow the rules and guidelines of the district and school during this temporary assignment.
7. Leave feedback for person which relates to the duties performed while substituting.
8. Perform other duties assigned by the Principal or required by School Board Policy.
- 9.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Temporary

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.