



**FRANCIS HOWELL SCHOOL DISTRICT - JOB DESCRIPTION**  
**Substitute Teacher**

**Location:**

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Central Admin.  | <input type="checkbox"/> Annex            | <input type="checkbox"/> Burbes Bldg.        |  |
| <input type="checkbox"/> Becky-David EL  | <input type="checkbox"/> Castlio EL       | <input type="checkbox"/> Central EL          | <input type="checkbox"/> Daniel Boone EL |
| <input type="checkbox"/> Fairmount EL    | <input type="checkbox"/> Harvest Ridge EL | <input type="checkbox"/> Henderson EL        | <input type="checkbox"/> Independence EL |
| <input type="checkbox"/> J. Weldon EL    | <input type="checkbox"/> Warren EL        | <input type="checkbox"/> Barnwell MS         | <input type="checkbox"/> ME Bryan MS     |
| <input type="checkbox"/> FHMS            | <input type="checkbox"/> Hollenbeck MS    | <input type="checkbox"/> Saeger MS           | <input type="checkbox"/> FHCHS           |
| <input type="checkbox"/> FHHS            | <input type="checkbox"/> FHNHS            | <input type="checkbox"/> FH Union            | <input type="checkbox"/> Heritage        |
| <input type="checkbox"/> EC FEC-Hackmann | <input type="checkbox"/> EC FEC-Central   | <input type="checkbox"/> EC FEC Meadows Pkwy |  |

Date (Original): July 1, 2002      Date (Revised): 10/28/2008

Reports to (Title): Site Administrator

To be completed by Human Resources: FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		EEO Category: ____
Organization Title: <b>Substitute Teacher</b>		Pay Grade: ____
Job Class Abbreviation: ____	Job Class #: ____	High School: ____ Middle School: ____ Elem.: ____

**JOB SUMMARY/PURPOSE:** Provide instruction to students by carrying out teacher lesson plans. Report daily to teacher on status of day and student issues. Create a safe class environment for students by maintaining classroom discipline.

**MINIMUM QUALIFICATIONS:** Minimum of 60 college credit hours.

**Knowledge/Skills** – Knowledge of subject matter; child/adolescent development; oral and written communication; conflict resolution; and computer applications.

**DUTIES/RESPONSIBILITIES:**

- Utilize teacher lesson plans by including the use of appropriate supplementary materials and presentation to enhance learning.**

Example of Work Performed:

- Uses grade and subject matter appropriate supplementary resources available in the school, district or elsewhere.
- Uses written and oral language appropriate to the audience.
- Facilitates classroom interaction.
- Uses praise, acceptance, and remediation to provide feedback.
- Is constructive when criticism is necessary.
- Gives correct information when responding to questions.
- Uses appropriate strategies and sources of information to enable students to find answers to questions.
- Modifies planned presentation when confronted with unforeseen circumstances.
- Determines students' interests and needs through questioning and listening, and adapts instruction to capitalize on spontaneous interest, utilizing "teachable moments".

**DUTIES/RESPONSIBILITIES: (continued)**

**2. Utilize class time wisely.**

Examples of Work Performed:

- A. Begins instructional activities promptly.
- B. Paces lessons to cover the required curriculum.

**3. Maintain a pleasant and open environment so that the classroom is conducive to learning.**

Example of Work Performed:

- A. Evaluates and insures a classroom safety.
- B. In the context of the curriculum, encourages and challenges students to participate in risk-taking activities.
- C. Is consistent, fair and positive.

**4. Keep accurate, complete and correct records submitting them in a timely manner to teacher.**

Example of Work Performed:

- A. Maintains documentation of students' progress and disciplines.

**PHYSICAL DEMANDS: (also see Physical Demands Checklist, attached)**

**WORK ENVIRONMENT / CONDITIONS:**

The work setting involves performance in an environment with various levels of staff to supervise and the accomplishment of tasks that are often interrupted by persons with special and immediate needs. The setting also involves the supervision of students in the office, corridors, cafeteria, classrooms, the campus, and at off-campus events. The work conditions feature frequent demands to resolve problems and conflict that involve students, staff, and parents with diverse backgrounds and needs.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl, and to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, the ability to adjust focus, and depth perception. The employee must independently transport him/herself to various sites in the District as well as schools and other sites in the metropolitan area for various types of meetings and events.

**EQUIPMENT / TOOLS/ MATERIALS USED:**

**REQUIRED PERSONAL PROTECTIVE EQUIPMENT: N/A**

**TERMS OF EMPLOYMENT: Daily assignments upon acceptance of position.**

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Prepared by: Stacey Enders  
Job Title: Administrative Assistant

Approved by: \_\_\_\_\_  
Job Title: Chief Human Resources Officer

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The statements contained within this document are not to be construed as an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to revise the position or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs, or technological changes). This job description does not create an employment contract.