



Substitute Teacher

Reports To: Building Principal

SUMMARY

Substitute Teachers replace full time classroom teachers for a determined period of time. Their role consists of implementing existing lesson plans, overseeing classroom activities, assigning homework, following the full-time teacher's instructions and grading tests.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Follows the plans left by the regular teacher as closely as possible and provides written explanation if those plans are not followed.
- Follows the procedures, rules and routines of the regular classroom teacher as described in building policy along with the substitute instructions left by the regular teacher.
- Maintains a detailed, accurate and legible account of the material covered during the regular teacher's absence.
- Confers with the office secretary upon arrival, to check in and learn of any additional duties or responsibilities, and again prior to departure.
- Confers with department head, grade level teacher or Principal if there is a question about plans or expectations.
- Creates a classroom environment conducive to learning and appropriate to the level being taught.
- Strives to maintain and improve professional competence as a substitute teacher.
- Maintains accurate, complete, legible and correct records of substitute experience as requested by district, building policy or handbook.
- Takes necessary precautions to protect students, equipment, materials and facilities.
- Remains in the building during the hours assigned as a substitute.
- Acquaints himself/herself with district and individual building policies affecting substitute teaching.
- Maintains maximum supervision of assigned students.
- Maintains confidentiality of all information concerning students, staff or parent/guardian in any public setting and chooses the appropriate time, place and supervisor to discuss school or substitute related issues.

QUALIFICATIONS

- **Education:** 60 Semester hours or an associate's degree from a regionally accredited college/university.
- **Language Skills:** Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.
- **Computer Skills:** Proficient in the use of MS Word, MS Excel, Google Docs, email and standard office equipment.
- **Other Skills and Abilities:** Ability to follow and successfully complete both written and oral directions. Ability to be precise in given tasks, organized and detail oriented. Ability to read and understand policies. Ability to maintain confidentiality of privileged and sensitive information. Ability to exercise good judgment and independent thinking.
- **Certificates, Licenses, Registrations:** Wyoming Substitute Certificate. Must agree to and clear a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is generally performed in a classroom setting, requiring the frequent use of communication equipment and computers. Need to have the visual acuity and stamina to work at a computer frequently. This position may require some travel around the District.

Performing the job duties of this position require the following physical demands: Some lifting, carrying, bending, stooping, kneeling and sitting. The employee may encounter situations where students are physically aggressive and verbally abusive. This may require physical interaction between the employee and student. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or output of students.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.
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