

**CERTIFIED PERSONNEL  
JOB DESCRIPTION**

**POSITION TITLE:** Substitute Teacher

**QUALIFICATIONS:** Shall hold a valid Kentucky teaching certificate.  
Shall demonstrate the ability to work effectively with students, peers, and adults.  
Shall demonstrate the ability to communicate effectively with students, parents, and faculty.

**REPORTS TO:** Superintendent and / or Designee

**PHYSICAL QUALIFICATIONS:** Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.

**JOB GOAL:** To help students learn and grow.

**PERFORMANCE STANDARDS:** Demonstrates professionalism.  
Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned.  
Teaches the lesson outlined and described in the lesson plan prepared by the absent teacher.  
Creates a learning climate free from harassment.  
Participates in such in-service or other trainings provided by the Board as assigned.  
Collaborates with colleagues, parents and other agencies.  
Demonstrates a current and sufficient academic knowledge of certified content areas.  
Demonstrates implementation of technology in teaching and learning.  
Acts in accordance with the by-laws and policies as set forth by the school/council/ Ashland Independent Board of Education, Kentucky Revised Statutes and school council policies.  
Performs instructional duties as prescribed in the Ashland Independent Board of Education /school council policies.  
Performs other duties as assigned by the Principal in accordance with the best interest of the school, students, and district.

**TERMS OF EMPLOYMENT:** To be set by the district's salary schedule as approved by the board of education.

**EVALUATION:** Superintendent and / or Designee.

Updated 7/25/2016