

WILLIS INDEPENDENT SCHOOL DISTRICT

Position Job Description

Job Title: **Substitute**

Reports to: **Principal and Human Resources**

PURPOSE:

A substitute teacher or paraprofessional is responsible for providing instruction, managing the classroom environment, and promoting student learning in the absence of the regular classroom teacher or paraprofessional.

ORGANIZATIONAL RELATIONSHIPS:

Works under the direction of the Building Principal and the Assistant Superintendent of Human Resources and Operations via the Leave and Substitute Clerk and is evaluated by classroom teachers and school principals.

MINIMAL QUALIFICATIONS:

- Proof of completion of high school or a GED certificate (48 semester hours of college credit is preferred). If a college graduate, you must provide official college transcripts with date and type of degree.
- Candidate must be at least 22 years of age for middle and high school assignments and 18-21 years of age for elementary only.
- Ability to follow both oral and written directions and instructions.
- Ability to communicate in both oral and written means.
- Ability to effectively present information and respond to students, parents, and staff.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of student matters.
- Ability to effectively manage time and responsibilities.
- Ability to be professional in appearance, attitude and demeanor.

SPECIAL REQUIREMENTS:

- Candidate must attend an orientation/training session.
- Candidate must agree to authorize the Willis Independent School District to conduct a criminal history search via fingerprinting.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Teaches scheduled classes. Prepares a written summary of work completed.
2. Assumes all duties and responsibilities of the absent teacher or instructional paraprofessional.
3. Follows the teacher's written lesson plans, including providing accommodations for differences in student learning styles and appropriate instructional strategies and materials.
4. Work cooperatively with special education teachers to modify curriculum as needed for special education students according to guidelines established in Individual Education Plans (IEP).
5. Consults with the principal and/or staff to resolve questions and/or concerns.
6. Complies with all building procedures and schedules. Promotes the proper use and care of school property.
7. Makes the absent teacher aware of special situations or problems encountered.
8. Upholds board policies and follows administrative procedures including the Student Code of Conduct, Employee Handbook, and Substitute Handbook.
9. Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code. Intervenes and/or reports concerns to an administrator.

10. Develops and maintains a positive learning environment that is conducive to learning and appropriate for the physical, social, and emotional development of students.
11. Works cooperatively with staff and parents by establishing and maintaining open communication and proper, professional relationships with parents, students, administrators, and teachers.
12. Incorporates the effective use of available technology.
13. Upholds computer technology acceptable use policies.
14. Respects personal privacy. Maintains the confidentiality of privileged information.
15. Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
16. Report all student injuries, accidents, and illnesses to appropriate authority immediately.
17. Supervises non-classroom duties when assigned.
18. Accepts personal responsibility for decisions and conduct.
19. Performs other specific job-related duties as directed, including changes in assignments.

Work Environment:

- While performing the duties of this job, the employee regularly works inside. The employee is directly responsible for the safety, well-being, and work output of students. The noise level in the work environment is usually moderate, depending on the nature of the assigned course.

Physical Demands:

- While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand.
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.
- The employee is required to be able to hear conversations in quiet environments.

Mental/Motor Demands:

- While performing the duties of this job, the employee rarely performs routine work.
- The employee frequently exercises flexibility (ability to shift from one task to another).
- Guidance and reinforcement are infrequently available.
- The employee frequently works within time constraints and maintains attentiveness intensity.
- The employee is frequently involved in social interactions which require excellent oral and written communications.

The foregoing statements describe the general purpose and responsibilities assigned to this job and not an exhaustive list of all responsibilities, duties, and skills that may be required.

Reviewed by: _____ Date: _____