

JOB DESCRIPTION
SUBSTITUTE TEACHER

Job Title: Substitute Teacher

Wage/Hour Status: Non-Exempt

Reports to: Principal

Pay Grade: Substitute Teacher Daily Rate

Dept. /School: Assigned Campus

Date Revised:

Superintendent's Signature: _____

Primary Purpose:

Implements the regular teacher's lesson plan while the teacher is absent

Qualifications:

Education/Certification:

Successful completion of High School or GED

Bachelor's degree from accredited university with appropriate certification preferred

Special Knowledge/Skills:

Basic office, computer, and communication skills

Must be able to follow oral and written directions

Ability to instruct students and manage their behavior

Ability to interact effectively with parents and members of the community

Experience:

Minimum of one year preferred

GENERAL RESPONSIBILITIES AND EXPECTATIONS

1. Reports to the principal or school secretary upon arrival at the school.
2. Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
3. Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned.
4. Assumes the responsibilities for instructing classes when a teacher is absent.
5. Assumes other responsibilities for that teacher during the time the teacher is absent.
6. Assumes responsibility for overseeing pupil behavior in class and during lunch and other activities.
7. Consults, as appropriate, with the principal, department, or grade level head, before initiating any teaching or other procedures not specified in the lesson plans.

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8. Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects, and the necessary clerical work required to maintain student records for a teacher who is absent.
9. Provides for individualized and small group assistance for student as indicated by lesson plans.
10. Follows all district and individual school policies, rules and procedures to which regular teachers are subject and which good teaching dictates.
11. Performs other related duties as assigned by the building administrator(s) in accordance with school district policies and practices.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

Requirements:

1. Copies of diplomas, official transcripts and teaching certificates must be provided to the human resources office. Fingerprinting requirement must be met prior to attending orientation.
2. I-9 Identification and Eligibility requirements must be met prior to substituting.

NOTE: Complaints made by a school principal about a substitute teacher may result in the removal of the substitute from the Substitute List.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Employee Signature _____

Date _____