



Crandall Independent School District

Job Description

Job Title: Substitute Teacher **Wage/Hour Status:** Non-Exempt
Reports To: Human Resource Substitute Clerk/Principal **Date Revised:** July 25, 2023
Dept./School: Assigned Campus

Primary Purpose:

Provide quality instruction and student supervision in the absence of the assigned teacher.

Qualifications:

Education/Certification:

High school diploma or GED

Bachelor's/Master's degree, college transcripts, teacher certification

Special Knowledge/Skills:

Ability to report to duty on short notice

Ability to facilitate instructional activities with limited preparation time

Ability to control, manage, and supervise students in instructional settings

Fingerprinting:

State law requires that all substitute teachers have their fingerprints completed before entering a classroom. The cost of fingerprinting ranges from \$45-\$55. You are only required to have your fingerprints done for one district in the State of Texas. This process will occur after you receive your Fast Pass and complete the required process. Crandall ISD requires a clear criminal background.

Major Responsibilities and Duties:

Responsibilities

1. Implement existing lesson plans to ensure the integrity of academic time and motivate students to learn and participate.
2. Instruct students in various classroom topics and courses of instruction as determined by the lesson plan.
3. Follow lesson plans as required by school personnel.
4. Model correct use of spoken and written English language.
5. Demonstrate sound, professional practices in teaching.
6. Wear ID badge at all times.
7. Follow all safety and security procedures.
8. Keep doors locked at all times. Do not prop doors open.

Classroom Management

9. Maintain classroom control that fosters a safe, positive environment for all students and staff in accordance with all applicable laws and regulations.
10. Ensure adequate supervision of students to ensure all students' health, welfare, and safety.
11. Take all necessary and reasonable precautions to protect assigned students, equipment, materials, and facilities.
12. Maintain presence and monitoring in assigned areas.

13. Report all student injuries, accidents, illnesses, and discipline problems to school personnel promptly.

Professional Practices and Duties

14. Interact cooperatively and professionally with students, parents, and school personnel.
15. Maintain confidentiality.
16. Comply with Board of Education policies and administrative regulations.
17. Enforce regulations concerning student conduct and discipline.
18. Be punctual-starting and ending class on time.
19. Dress in a professional manner consistent with school policies.
20. Maintain accurate, complete, and appropriate records and files.
21. Model non-discriminatory practices toward students, faculty, and staff.

Skills and Essential Job Function Requirements

22. Daily personal and close non-physical contact with children to support classroom management and learning environment.
23. Excellent listening and verbal communication skills for expressing or exchanging ideas and communicating lesson plans.
24. Must be able to independently prepare and analyze written or computer data and lesson plans.
25. Must be able to determine the accuracy and thoroughness of work and directly observe students, surroundings, and activities.
26. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Occasional lifting of 35 lbs. or more; may lift and move textbooks and classroom equipment

Environment: Work inside or outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

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

Signature

Date