



## **SUBSTITUTE TEACHER**

### **GENERAL RESPONSIBILITIES**

In the absence of the classroom teacher, the substitute teacher is responsible for providing instruction and managing the learning environment. The substitute fulfills the absent classroom teacher's class schedule, school-wide needs, and reports to the principal or designee at the location to which they are assigned.

### **ESSENTIAL TASKS**

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Report to the principal or designee upon arrival at the school; review daily instructions provided by staff, follow sign-in/sign-out procedures as prescribed by the principal.
- Review the plans and schedules to be adhered to during the school day with the principal or designee.
- Maintain the established routines and procedures of the school and classroom to which they are assigned; this includes emergency drills, duties, and supervision of students from the start of the day until students are dismissed.
- Facilitate the learning process towards the achievement of curriculum goals and objectives as indicated in the lesson plan and provide written feedback to the teacher about the instructional day and students.
- Encourage, monitor, and promote student progress.
- Interact professionally with students and parents; maintain student confidentiality.
- Assume the responsibility for overseeing pupil behavior in the classroom, during activity periods, and out-of-classroom settings.
- Work cooperatively with all school personnel.
- Adhere to the established policies and regulations of the School Board and all rules and procedures at the school site.
- Provide a brief report in writing on the day's activities after each day for the teacher.
- Perform other duties as required.

### **ADDITIONAL TASKS FOR A LONG-TERM SUBSTITUTE TEACHER**

- Develop learning plans and supplementary materials compatible with the division's basic instructional philosophy and congruent with course/SOL standards; provide individualized and small group instruction to adapt the curriculum to the needs of each student and subgroups of students.
- Evaluate the academic and social growth of students, prepare report cards, and maintain appropriate records including attendance reports, checklists, census forms, and other recordkeeping activities as necessary.
- Identify student needs and cooperate with other professional staff members in assessing and helping students solve learning, health, and attitude problems.
- Communicate with school personnel, parents, and school counselors on student progress.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must have knowledge or familiarity with the subject(s) to be taught and have a knowledge of the principles and methodologies of effective teaching.

### **EDUCATION AND EXPERIENCE**

**Daily Substitutes** - High School Diploma or GED and successful completion of a minimum of sixty (30) semester hours from an accredited institution.

**Long-term substitutes**- Must have or be eligible for a Virginia Teaching License in the assigned subject area.

### **PHYSICAL REQUIREMENT**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Frequent sitting, walking, standing, bending, grasping, fingering, repetitive motion, and reaching. Occasional stooping and kneeling. Ability to lift up to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

### **SPECIAL REQUIREMENT**

Possession of a valid Virginia Driver's License

Regular and reliable attendance is an essential function of this position.