

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
TEMPORARY HOURLY POSITION DESCRIPTION**

**SUBSTITUTE TEACHER**

**POSITION:** Substitute Teacher

**REPORTS TO:** Site Administrator

**LOCATION:** Various Locations

**NATURE OF WORK:**

Substitute teachers are hired to teach students in the absence of a teacher or paraeducator on a daily or long-term basis.

**ESSENTIAL FUNCTIONS:**

- Assumes all duties and responsibilities of the regular teacher in a given day. Long-term substitutes may also be required to attend staff meetings, parent conferences, etc.;
- Maintains effective working relationships with other employees and the public and deals with public relations problems courteously and tactfully;
- Carries out written plans left by the regular teacher for the day's lessons and routines. Marks pupil assignments and classroom work according to school and teacher evaluation policies;
- Records pupil absences according to school procedures;
- Assumes the teacher's responsibility for supervision of students in the building, on the grounds, or on field trips;
- Becomes familiar with and follows school and division procedures for routines and emergencies;
- Leaves a clear, written summary for the teacher of the work covered and other relevant comments;
- During planning period, performs duties as requested by teacher or school administrator; and
- Maintains confidentiality at all times: in classroom, school site, administrative buildings, and in the community.

**QUALIFICATIONS:**

- Must be at least 18 years of age;
- Ability to communicate both orally and in writing;
- Ability to understand and follow written and oral directions;
- Ability to utilize the Smart Find Express absence management system;
- Submit fingerprints and successfully pass a criminal history background check;
- Complete authorization for Employee History Verification forms;
- Complete the substitute training course;
- Observe in a school classroom for at least a half-day between the class date and intake meeting;
- Complete the Vector Training (formerly SafeSchools) videos (Directions will be given in class); and
- Complete at least 10 (ten) substituting jobs per school year.

**TERMS OF EMPLOYMENT:**

Temporary/hourly assignment.

**SALARY:**

HIGHEST DEGREE	HOURLY RATE	LONG-TERM/DEDICATED
HS Diploma/GED	\$15.10	\$16.10
AA Degree	\$17.00	\$18.00
BA Degree	\$20.00	\$21.00
MA or Higher	\$22.00	\$23.00

**BARGAINING UNIT:** Not eligible.