

# SEDALIA SCHOOL DISTRICT #200

**Job Title: Substitute Teacher**

## **Job Overview**

- Substitute salary schedule
- Employed daily as requested
- Reviewed annually with recommendation for re-employment by August 1
- Reports to Building Administrator and Substitute Coordinator

## **Qualifications**

- 60 College Credit Hours
- Substitute Certification by the State of Missouri
- Understanding the role of the substitute teacher and the public school's relationship to the community and the people served
- Capacity to make thoughtful decisions based on facts, knowledge, and insight and the courage to stand by the results
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the district

## **Other Working Conditions**

- Spend the necessary time required to fulfill the duties of the position
- Work cooperatively with administration and staff throughout the district

## **Responsibilities and Duties**

- Possess a thorough understanding of, and an ability to relate to youth
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude
- Handle requests, misunderstandings or difficulties through proper administrative channels
- Maintain order and discipline in the classroom as will best promote the welfare of the school
- Responsible for the safety, conduct and instruction of students in their charge and for students outside of class hours as assigned
- Maintain current knowledge and skill in teaching methodology, subject matter and contemporary educational approaches
- Maintain accurate records for student reporting in the absence of the assigned teacher
- Take proper care of school facilities and equipment to prevent abuse and misuse
- Attend regular and special meetings as required by the administration
- Maintain communication and a working relationship with members of the staff and District Office staff
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Administrator

## **DISCLAIMER**

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.