

**Reports to:** School Principal

**Salary:** Commensurate with education and experience based on current daily rate of pay

**Start date:** Daily as needed

**Qualifications:**

1. 18 Years of Age
2. Minimum of a High School Diploma
3. Completion of Effective Teacher Training (ETT Certificate)
4. Teaching License (if applicable)

**Essential Functions and Responsibilities:** Performs regular teacher's class plan while the teacher is absent, including but not limited to the following:

- Reports to the principal or school secretary upon arrival at the school.
- Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned.
- Assumes the responsibilities for instructing classes when a teacher is absent.
- Assumes other responsibilities for that teacher during the time the teacher is absent.
- Assumes responsibility for overseeing pupil behavior in class and during lunch and other activities.
- Consults, as appropriate, with the principal or department or grade level head, before initiating any teaching or other procedures not specified in the lesson plans.
- 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.
- Provides for individualized and small group assistance for students as indicated by lesson plans.
- Follows all district and individual school policies rules and procedures to which regular teachers are subject and which good teaching dictates.
- Any other duties as assigned.

**Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to the Substitute Teacher job classification within the Craven County Public School System. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

- Prepare, read, and comprehend a variety of job-related forms, reports, spreadsheets, maps,
- plans, records, documentation, and correspondence in all languages required by the job.
- Understand and conform to all rules of punctuation, grammar, diction, and style.
- Speak to individuals or groups of people with poise, voice control, and confidence.
- Respond adequately to inquiries or complaints.
- Write using standard convention in all languages required by the job.
- Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.
- Communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille).
- Use/Interpret job-related terminology, mathematical formulas, and functions effectively and efficiently.
- Deal with people beyond giving and receiving instructions.
- Perform under stress, deal with persons acting under stress, and adapt when confronted with emergency situations.
- Be sensitive to cultural differences among individuals and groups of persons
- Operate a motor vehicle.
- Operate/Use a variety of automated office machines and other office equipment.
- Operate/Use a variety of printing/graphic arts machines.
- Operate/Use a variety of audiovisual/electronic machines and devices.
- Operate/Use a variety of communication machines/equipment and devices.
- Operate/Use a variety of job specific machines/equipment.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.