

JOB TITLE: SUBSTITUTE TEACHER

QUALIFICATIONS: 1. Valid Missouri Substitute Teaching Certificate.  
2. Updated transcript of college credit showing a minimum of 60 credit hours.

REPORTS TO: Building Administrator

JOB GOAL: To provide a flexible instructional program and a class environment favorable to learning and personal growth; to establish effective rapport with students assigned to the classroom; to motivate pupils to develop attitudes and knowledge needed to ensure that effective learning occurs for each child in the absence of the regular classroom teacher.

PERFORMANCE RESPONSIBILITIES:

Instructional Skills

1. Assumes the responsibility for instructing classes when a teacher is absent.
2. Assumes all other responsibilities for that teacher during the time the teacher is absent.
3. Prepares lesson plans with assistance when lesson plans are not available.
4. Maintains appropriate records including grading test papers, recording grades, student assignments for homework, projects and the necessary clerical work required in the absence of the classroom teacher.
5. Provides for individualized and small group instruction for students as indicated by the lesson plan.

Classroom Management

6. Organizes classroom to promote learning.
7. Manages student behavior constructively.

Interpersonal Relations

8. Demonstrates positive interpersonal relationships with students.
9. Demonstrates positive interpersonal relationships with staff.
10. Demonstrates positive interpersonal relationships with parents and patrons.

Professional Responsibilities

11. Demonstrates enthusiasm toward the teaching profession.
12. Follows the policies and procedures of the school district.
13. Maintains regular attendance.
14. Prepares necessary materials for substitutes.
15. Maintains confidentiality, unquestionable integrity.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Support Personnel.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Substitute Teacher)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Building Administrator)