

SCHOOL DISTRICT OF BRADFORD COUNTY
JOB DESCRIPTION
SUBSTITUTE TEACHER

REPORTS TO:

Building principal and/or authorized administrators

QUALIFICATIONS:

1. Must obtain a valid substitute teacher training certificate or Must be 18 years of age
2. Must have a high school diploma or GED equivalent

NATURE OF WORK:

In the absence of the classroom teacher, the substitute teacher provides instruction, encourages student progress, and manages the learning environment.

PERFORMANCE RESPONSIBILITIES:

1. Follows professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues.
 - a. Interacts in a professional manner with students and parents.
 - b. Maintains student confidentiality.
 - c. Works cooperatively with all school personnel and parents.
2. Complies with Bradford County School Board policies and the administrative regulations for the State of Florida.
 - a. Conducts assigned classes at the times scheduled.
 - b. Enforces regulations concerning student conduct and discipline.
 - c. Is punctual.
 - d. Dresses in a professional manner.
 - e. Maintains accurate, complete, and appropriate records and files.
3. Demonstrates professional practices in teaching.
 - a. Models correct use of oral and written language.
 - b. Follows teacher lesson plans as required by school policy.
 - c. Assigns reasonable tasks and homework to students.