



SUBSTITUTE TEACHER *Position Description*

Title: Substitute Teacher
Reports To: Principal
Terms of Employment: Part Time, Temporary
FLSA Status: Non-Exempt

Purpose

The Substitute Teacher is responsible for providing instruction, managing the classroom environment, and promoting student learning in the absence of the regular classroom teacher.

Qualifications

- Must have a high school diploma or GED

Duties and Responsibilities

- Teaches scheduled classes
- Prepares a written summary of work completed
- Assumes all duties and responsibilities of the absent teacher
- Follows the teacher's written lesson plans
- Consults with principal and/or staff to resolve questions and/or concerns
- Complies with all building procedures and schedules
- Performs other duties as assigned by immediate supervisor

Skills and Abilities

- Ability to meet the needs of all learners
- Ability to motivate students
- Ability to communicate effectively in written and oral form
- Ability to effectively present information and respond to students, parents, and staff
- Ability to maintain confidentiality of student matters