

SCHOOL DISTRICT OF FRANKLIN COUNTY

JOB DESCRIPTION

SUBSTITUTE TEACHER

QUALIFICATIONS:

1. Hold a regular High School Diploma or equivalent.
2. Be at least 18 years of age.
3. Complete substitute teacher orientation/training
4. Must provide a list of three references, letter of intent, and current resume.
5. Candidate must possess good moral character.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to follow oral and written directions and relate to and work with students and adults in a positive manner. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Demonstrate effective oral and written communication skills. Possess basic English and mathematics skills. Possess basic knowledge of technology and ability to apply knowledge to assigned area of responsibilities. Ability to perform clerical tasks. Possess planning and organizational skills. Willing to attend training and inservice relevant to responsibilities of assigned area.

JOB GOAL

In the absence of the regular classroom teacher, help students to learn subject matter and/or skills that are required for scheduled lessons and to provide meaningful instruction for assigned classrooms.

REPORTS TO: Campus Administrator

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- 1) Maintain and respect confidentiality of student and school personnel information;
- 2) Maintain discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with school and county policies;
- 3) Ensure the adequate supervision to assure health, welfare, and safety of all students;
- 4) Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- 5) Report to office upon arrival at school; checks mailbox of absent teacher for materials requiring immediate attention; request clarification of school rules and procedures, if necessary;

- 6) Report all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible;
- 7) Implement lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate;
- 8) Organize students for effective instruction;
- 9) Dismiss all students from the classroom before leaving the building;
- 10) Complete a report for the regular classroom teacher;
- 11) Collect and places students' papers in regular teacher's desk;
- 12) Return instructional materials, equipment, and keys to proper place;
- 13) Determine if his/her services will be required for the next school day;
- 14) Perform other duties as assigned by Supervisor and/or Superintendent.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. May be medium or heavy work depending on the particular assignment.

TERMS OF EMPLOYMENT:

Salary shall be paid consistent with the District's approved compensation plan for substitute teachers. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations

Supervisors Signature

Employees Signature

Date

Date

FCSB Approval Date