



## SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

### HUMAN RESOURCES DEPARTMENT

1450 Gillette Blvd. San Antonio, Texas 78224 (210)977-7040 Fax (210) 921-2185

### **SUBSTITUTE JOB RESPONSIBILITIES**

**As a substitute I understand my responsibilities include, but are not limited to those listed below:**

I will agree with the terms and conditions for Substitute use of the internet and the computer systems.

I will be punctual and adhere to the classroom schedule.

I will maintain order in the classroom

I will follow the teacher's lesson plans in sequence and fulfill all responsibilities of the teacher, including extra duty.

I will supervise the students assigned to the regular classroom teacher at all times (Ex- home room, hallways, dismissal, cafeteria, etc.).

I understand I cannot leave the campus during work hours.

I understand I am not entitled to the teacher's conference period and may be asked by the principal to substitute for another class during that time.

I understand the campus may change my assignment once I arrive.

I understand I must not use corporal punishment and there must be no inappropriate physical contact at any time with students.

I understand I must never sexually harass a student or employee, whether verbally or physically.

I understand I must wear my Substitute ID Sticker at all times on the campus. If I am issued a district ID badge and I lose my badge, I understand I cannot work until I obtain a replacement badge.

I understand that if I fail to work for three consecutive months, I may be removed from the substitute roster unless I make myself unavailable in Aesop, notify the Aesop Administrator, and the HR Auxiliary Specialist.

I understand that I must follow all SSAISD Policies and Procedures. It is my responsibility to familiarize myself with the Substitute Handbook and with all District Policies and Procedures, which can be accessed from the SSAISD Homepage at <http://www.southsanisd.net/>.

I understand substituting is part-time and I am called as needed. I also understand I am not eligible for unemployment compensation benefits during any scheduled school breaks including summer, fall, holiday, and spring breaks.

I understand I have no employment contract with SSAISD, and I may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked. At-will employees are free to resign at any time.

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Substitute Signature / Printed Name

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Date