

**WENTZVILLE R-IV SCHOOL DISTRICT**  
**Position Description**

**Position Title:** Substitute Teacher  
**Reports To:** Building Principal

**SUMMARY**

Enables each child to pursue his/her education as effectively as possible in a safe environment in the absence of the regular teacher.

**QUALIFICATIONS/REQUIREMENTS**

- High School Diploma or equivalency certificate.
- Ability to obtain a Substitute Teaching Certificate through the Department of Elementary and Secondary Education (DESE), or hold a Missouri Teaching Certificate.
- Experience with educational applications preferred.
- Excellent human relations skills.
- Experience with young people, and prior experience in a school setting preferred.

**ESSENTIAL JOB DUTIES**

- Assumes responsibility for overseeing student behavior in class and during lunch or other assigned areas.
- Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
- Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned as directed by the regular teacher and which good teaching practice dictates.
- Teaches the lesson(s) outlined and described in the lesson plans prepared by the absent teacher.
- Monitors and reports school safety conditions to the building principal.
- Maintains confidentially.
- Reports immediately to the building principal or the school secretary upon arrival at the school.
- Reports to assignment 30 minutes prior to the opening of school.
- Reviews, when necessary, with the principal, department head, or neighboring teacher, all plans and schedules to be followed during the teaching day.
- Consults, as appropriate, with the building principal, department head, neighboring teacher or team leader before initiating any teaching or other procedures not specified in the lesson plans prepared by the absent teacher.
- Reports on the form provided by the school secretary or regular teacher on the day's activities at the conclusion of each teaching day.
- Operates and cares for equipment used in the classroom for instructional purposes.

**ESSENTIAL JOB DUTIES (cont'd)**

- Works directly with teachers and assists with the supervision of students during emergency drills, assemblies, hall passing and recesses.
- Checks and records students' attendance.
- Alerts the regular teacher to any problem or special information about an individual student.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of the regular teacher.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other appropriate school related duties as assigned by the Building Principal and/or the Assistant Superintendent of Teaching & Learning.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District Policy.

**EVALUATION**

Performance in this position will be evaluated daily in accordance with District policy on evaluation of substitute staff.