



Richmond County Schools
Dr. Joe Ferrell, Superintendent
118 Vance Street, Hamlet, North Carolina 28345
Phone: 910-582-5860

POSITION: **SUBSTITUTE TEACHER**

REPORTS TO: Principal

JOB DESCRIPTION:

The Substitute Teacher is responsible for maintaining an effective classroom environment and delivering instruction in the absence of the regular classroom teacher. This role ensures continuity of learning by following the lesson plans provided and upholding school policies and procedures. The substitute teacher fosters a respectful and productive learning atmosphere while supporting students' academic and social development.

QUALIFICATIONS (MUST HAVE 1 OUT OF THE 3):

- Bachelor's Degree with a 2.5 GPA from an accredited college or university
- Effective Teacher's Certificate from an accredited community college.
- N.C. Teaching License

ESSENTIAL JOB FUNCTIONS:

- Follow and implement lesson plans provided by the regular classroom teacher
- Maintain a structured and organized classroom environment conducive to learning
- Direct learning activities to meet curriculum goals and instructional objectives
- Use appropriate instructional materials and methods to support student engagement
- Uphold school policies, procedures, and classroom routines

- Communicate respectfully and confidentially with students, staff, and parents
- Manage student behavior effectively to ensure a safe and orderly environment
- Perform any additional duties as assigned by school administration

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

Employment will require extensive background check.