



Job Title: Certified Substitute Teacher

Reports To: Building Principal

Work Location: Various District Schools

Schedule: As Needed, On-Call

Position Summary

A Certified Substitute Teacher supports the instructional program by providing classroom coverage when the regular teacher is absent. The Substitute maintains a positive and productive learning environment, follows the teacher's lesson plans, and ensures the safety and supervision of students. This role is essential to maintaining continuity of instruction and supporting student learning across the district.

Key Responsibilities

- Implement the teacher's lesson plans effectively in accordance with the district curriculum.
- Deliver instruction, monitor student learning, and support student participation.
- Manage classroom behavior using positive strategies that align with school policies.
- Take attendance and maintain accurate classroom records as directed.
- Provide appropriate supervision of students in classrooms, hallways, cafeteria, playground, and other settings as needed.
- Communicate respectfully and professionally with students, staff, and administrators.
- Adapt lessons and provide assistance to students to meet diverse learning needs.
- Report student concerns, behaviors, or incidents to school administration.
- Leave detailed notes for the returning teacher regarding lessons taught and student progress.
- Perform other duties assigned by the building principal or designee.

Qualifications

- Valid state-approved substitute authorization.

- Previous teaching or substitute experience preferred.
- Knowledge of effective instructional strategies and classroom management.
- Strong communication, organizational, and interpersonal skills.
- Ability to be flexible and adapt to various grade levels, subjects, and school environments.
- Commitment to maintaining professionalism, confidentiality, and student safety.

Work Environment

- Work is performed in classrooms and school environments.
- Requires standing, walking, and supervising students for extended periods.
- Regular interaction with students, staff, parents, and administrators.

Compensation

- Daily rate based on district substitute pay scale.