

**ST. MARY'S COUNTY PUBLIC SCHOOLS
TEMPORARY/HOURLY POSITION DESCRIPTION**

SUBSTITUTE - TEACHER PARAEDUCATOR SECRETARY

POSITION: Substitute - Teacher/Paraeducator/Secretary

LOCATION: Various Locations

NATURE OF WORK:

Substitute teachers/Paraeducators/Secretaries are hired to teach students and/or support the program in the absence of a teacher/paraeducator/secretary on a daily or long-term basis.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to communicate both orally and in writing
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to understand and follow written and oral directions
- Possess effective organizational skills
- Possess effective written and oral communication skills
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools

DUTIES AND RESPONSIBILITIES:

- Assumes all duties and responsibilities of the regular teacher in a given classroom. Long-term substitutes may also be required to attend staff meetings, parent conferences, etc.
- Assumes all duties and responsibilities of regular secretary to support the program administratively.
- Maintains effective working relationships with other employees and the public and deals with public relations problems courteously and tactfully
- Carries out written plans left by the regular teacher for the day's lessons and marks pupil assignments and classroom work according to school and teacher evaluation policies
- Records pupil absences according to school procedures
- Assumes the teacher's responsibility for supervision of students in the building, on the grounds, or field trips
- Becomes familiar with and follows school and division procedures for routines and emergencies
- Leaves a clear, written summary for the teacher of the work covered and other relevant comments
- Performs duties as requested by the teacher or school administrator during planning periods
- Always maintains confidentiality: in classroom, school site, administrative buildings, and in the community
- Utilizes the SmartFind Express absence management system

QUALIFICATIONS:

Required:

- High school diploma or GED
- Must be at least 18 years of age
- Submit fingerprints and successfully pass a criminal history background check
- Complete authorization for Employee History Verification forms

- Complete the substitute training course
- Observe in a school classroom for at least half of one day between the class date and intake meeting
- Complete the Vector Training (formerly SafeSchools) videos (Directions will be given in class)
- Complete at least 10 (ten) substitute jobs per school year

TERMS OF EMPLOYMENT:

Temporary hourly assignment.

SALARY:

HIGHEST DEGREE	HOURLY RATE	LONG-TERM/DEDICATED
HS Diploma/GED	\$15.10	\$16.10
AA Degree	\$17.00	\$18.00
BA Degree	\$20.00	\$21.00
MA or Higher	\$22.00	\$23.00

BARGAINING UNIT ELIGIBILITY: Not eligible

Updated 2024, 03.2025, 7.2025