PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 4275 FLSA: Exempt
Pay Grade: Instructional

TEACHER SUBSTITUTE

REPORTS TO:
Site Administrator

SUPERVISES:
Not Applicable

QUALIFICATIONS:
Associate's degree or 60 credit hours from a fully accredited college or university.

MAJOR FUNCTION

This is an instructional position that carries out the duties and responsibilities of a classroom teacher when the classroom teacher is absent.

ESSENTIAL RESPONSIBILITIES

- Arrives at work on time and works the hours listed in the substitute management system for that specific position at that specific site.
- Follows the teacher's lesson plans to teach skills and concepts as outlined to maintain the instructional momentum of the classroom.
- Uses classroom processes that support effective teaching and learning to promote high student achievement.
- Strives to use appropriate technology in teaching and learning processes if directed by the absent teacher.
- Communicates in writing to the absent teacher regarding the day's events listing specific concepts and skills that were covered.
- Uses appropriate classroom management techniques to maintain physical and emotional safety in the classroom environment.
- Manages student misconduct promptly and resolves conflict and crises effectively, getting additional help from school personnel when needed.
- Demonstrates respect for students, colleagues, administrators, and parents.
- Maintains a classroom that recognizes respect for both the substitute and the student, motivating the students in an atmosphere of respect and freedom.
- Maintains a culture of openness, fairness, mutual respect, support, and inquiry.
- Listens and interacts effectively with students, colleagues, parents and administration respecting diverse perspectives to support students' learning and wellbeing.
- Models and reinforces self-discipline and responsibility.
- Works a minimum of four (4) days per month with two (2) of those days being Fridays and/or Mondays.
- Completes all required training courses.
- Performs other related duties as required such as after school dismissal posts of the absent teacher.
- Monitors district emails and the substitute management system for important updates and district information.
- Follows all district safety guidelines, processes and procedures.

TERMS OF EMPLOYMENT
Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district. *Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 02/2012; REVISED MF, ER, MQ 05/06/19 LM; BOARD APPROVED: 06/11/19; REVISED: ER 02/17/26 MH;

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job.	X				