

POSITION: Substitute Teacher
REPORTS TO: Building Principal
SUPERVISES: Students
LENGTH OF SERVICE: As Needed
COMPENSATION: Daily rates as established by the Board of School Trustees

POSITION REQUIREMENTS:

1. Hold a valid Substitute Teacher's License or a valid Teacher's License issued by the State of Indiana.
2. Have completed a minimum of a high school diploma.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for enabling each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher.
2. Follows all policies, rules, and procedures to which regular classroom teachers are subject and which good teaching practices dictate.
3. Remains in the classroom until all students are dismissed for the day.
4. Assumes responsibility for student behavior in the classroom and surrounding areas.
5. Reviews with the principal all plans, schedules, and duties to be followed during the teaching day.
6. Follows the lesson plans as outlined by the regular teacher; consults with the principal before initiating any plans or procedures not specified in the absent teacher's lesson plan.
7. Maintains as closely as possible the established routines and procedures of the school and classroom to which he/she has been assigned.
8. Communicates in writing (note) with the absent teacher about work completed at the end of each teaching day.
9. Verifies with the principal or school secretary whether his/her attendance will be required the following day.
10. Performs other appropriate tasks as assigned by the principal or his/her designee.