



# *San Benito Consolidated Independent School District*

## **Human Resource Office**

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

**Job Title:** Guest Teacher

**Exemption Status:** N/A

**Reports to:** Principal of Campus Assigned /  
HR Generalist

**Pay Grade:** N/A

**Days:** 187

**Dept. /School:** Human Resources Department

**Date Revised:** 03/04/2026

### **Primary Purpose:**

To support the district's instructional program, a Guest Teacher (Substitute) delivers classroom instruction and supervises students in the absence of the regular teacher or instructional aide. In this role, the Guest Teacher implements lesson plans, manages classroom behavior, and fosters a safe, productive learning environment that promotes student engagement and well-being throughout the school day. The position also includes monitoring student progress and providing relevant feedback to support continued learning.

### **Education/Certification Qualifications:**

- A high school diploma **or** General Educational Development (GED) certificate
- A minimum of twenty-four (24) semester credit hours from an accredited college or university **or** successful completion of an approved Substitute Teacher Training Course
  - Applicants *must* upload an official college/university transcript reflecting the required credit hours **or** the official certificate of completion for the approved training course
- Employment is contingent upon a satisfactory criminal background check

### **Special Knowledge/Skills:**

- Ability to work effectively with children of varying ages, backgrounds, and abilities
- Ability to lead/instruct students and to adapt to diverse classrooms, grade levels, and subject areas
- Ability to implement lesson plans and instructional activities, modifying instruction as necessary
- Proficiency in oral and written communication in English
- Strong classroom management, interpersonal, and organizational skills
- Flexibility, sound judgment, and critical-thinking skills
- Professional demeanor, including patience, enthusiasm, and a positive attitude
- Knowledge of and ability to operate standard office and instructional equipment

### **Major Responsibilities and Duties:**

1. Comply with and enforce all district policies, administrative regulations, campus procedures, and applicable state and local board policies.
2. Accept and fulfill assignments approved through the designated assignment system. Assignments are subject to change based on campus or district needs.
3. Report to assigned campus in a timely manner and check in with the campus secretary or designated representative upon arrival. Check out with said individual(s) at the conclusion of each assignment.