Job Title:	Substitute Teacher	**Wage/Hour Status:**	Temporary
Reports To:	Principal	**Pay Grade:**	Substitute Pay Scale
Dept. /School:	Assigned	**Date Revised:**	05/20/2026

Primary Purpose:

Enables students to continue their education with minimal interruption in the absence of the regular classroom teacher

Qualifications:

Proof of completion of 24 accredited hours from an accredited university. Completion of the Mansfield ISD Substitute Orientation Process
Have the interpersonal skills to work well with children, parents and school staff

Major Responsibilities and Duties:

1. Arrives at campus 15 minutes prior to the start of class or scheduled duties.
2. Reports to the Substitute Navigator upon arrival at the school building.
3. Reviews schedule for the day and lesson plans provided by the teacher or designee.
4. Maintains effective classroom management and supports building-wide standards and policies for safety and health.
5. Teaches the lesson outlined and described in the lesson plans as prepared by the absent teacher.
6. Assumes responsibility for overseeing student behavior in class and during teacher assigned locations and times.
7. Follows the lesson outlined by the absent Teacher
8. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
9. Performs building duties as assigned by the Principal.
10. Performs other duties assigned by campus Principal or Substitute Coordinator.

Terms of Employment:

On a daily basis as needed. Salary is to be established by the School Board.

Supervisory Responsibilities:

This job requires supervision of the classroom and students.

Working Conditions:

Physical Demands:

Moderate physical activity, which includes standing, stooping, bending, lifting, walking and moving small stacks of books and other classroom equipment
Ability to see within normal parameters
Ability to hear within normal parameters
May have biological exposure to bacteria and communicable diseases

Mental Demands/Physical Demands/Environmental Factors:

Ability to communicate (verbal and written)
Ability to instruct
Ability to maintain emotional control under stress
Ability to make rational and quick decisions

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Evaluation:

The Superintendent or designee shall have authority to remove a substitute teacher's name from the list.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.