SANTO INDEPENDENT SCHOOL DISTRICT
P.O. BOX 67
SANTO, TEXAS 76472

ADMINISTRATION
940-769-2835
FAX
940-769-3116

Date: Ongoing

Position Title: Substitute Teacher, All Levels
Location: Santo ISD
Salary Range: $85-100 per full day, depending on educational status
Position Summary: Manage student learning in accordance with goals and directives of school district and teacher(s)

Position Requirements:

Education/Certification:
High school degree or equivalent (minimum)
60+ college hours, or Bachelor's degree, Teacher Certification (desired)
Attend an orientation/training session (required by SISD)

Special Knowledge/Skills:
Must be able to follow oral and written directions and have ability to establish effective working relationships with staff and students
Ability to maintain effective classroom management strategies
Effective organizational, communication, and interpersonal skills
Ability to exercise self-control when dealing with students

Major Responsibilities and Duties:

1. Follows the teacher's written lesson plans. Consults with the principal and/or staff to resolve questions and/or concerns.
2. Complies with all building procedures and schedules. Promotes the proper use and care of school property.
3. Teaches scheduled classes. Prepares a written summary of work completed. Makes the absent teacher aware of special situations or problems encountered.
4. Upholds Board policies and follows administrative procedures.
5. Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code.
6. Works cooperatively with other teachers.
7. Maintains accurate records and submits report on time.

8. Respects personal privacy. Maintains the confidentiality of privileged information.
9. Maintains acceptable attendance record and is punctual.
10. Performs other specific job-related duties as directed.

Application Procedures:

The Substitute Teacher Application can be downloaded from the Santo ISD website www.santoisd.net under "Employment"→ "Employment Applications". Please email or fax application to Christy Taliaferro, at ctalia@santoisd.net or 940-769-3116. Applications can also be picked up from or turned in at the Superintendent's office, located in the Elementary Building.

Application Deadline: Ongoing, as needed