JOB DESCRIPTION

Job Title: Substitute Teacher **Date Revised:** May 2022

Reports to: Principal

Dept./School: Assigned Campus

Primary Purpose:

Responsible for implementing the daily lesson plans according to the district's requirements. Manage the classroom environment, provide activities, materials, and promote student learning in the absence of the regular classroom teacher.

Qualifications:

Education/Certification:
Minimum of high school diploma or GED
Some college preferred

Special Knowledge/Skills:
Knowledge of core academic subject assigned
Strong organizational, communication, and interpersonal skills
General knowledge of curriculum and instruction
Ability to instruct students and manage their behavior
Ability to follow oral and written directions
Ability to maintain effective classroom management strategies

Experience:
Experience working with children preferred

Major Responsibilities and Duties:

1. Reports to building principal or school secretary upon arrival at the school building.

2. Meet with principal/designee, department head, or team leader to review plans and schedule to be followed during the instructional day.

3. Maintain the established routines and procedures of the school classroom to which you are assigned, including covering the teacher's assigned additional duties.

4. Teach the lesson by following lesson plan provided.

5. Consult with the principal, department head, or team leader before initiating any teaching or other procedures not specified in the teacher's lesson plan.

6. Assume the responsibility for overseeing student behavior in class.

7. Report, in writing, the day's activities at the conclusion of each teaching day.

8. Perform instructional duties as assigned when not serving in a substitute teacher capacity.

9. Follow district safety protocols and emergency procedures.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer, phone systems, video/instructional equipment, and peripherals

Posture: Prolonged siting and standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking; repetitive computer work with frequent use of hands and wrists

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

Environment: Work inside from school, home, or location other than school building, may work outside; regular exposure to noise and computer monitors

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by _____ Date _____