JOB TITLE: SUBSTITUTE TEACHER

JOB DESCRIPTION:

This employee is responsible for carrying out the lesson plans of the teacher for whom he/she is substituting and meeting the duties of teaching as outlined in laws and policies.

Duties of this position include but are not limited to:

1. Programming:
   a. Following the lesson plan left by the teacher for whom he/she is substituting in accordance with district's philosophy, goals and objectives.
   b. Meeting and instructing assigned classes in the locations and at the times designated.
   c. Establishing and maintaining order in the classroom.
   d. Maintaining a classroom environment conducive to effective learning.
   e. Taking all necessary and reasonable precautions to protect students, materials, equipment and facilities.
   f. Assisting in upholding and enforcing school rules, administrative regulations, and School Board Policies.

2. Public Relations:
   a. Cooperating with school personnel.
   b. Establishing and maintaining cooperative relations with other employees.

3. Reporting:
   a. Reporting to the principal or his/her designee at the beginning and end of the school day.

4. Other responsibilities as directed by the principal.

REQUIRED QUALIFICATIONS:
1. High School Diploma or equivalent.
2. Completion of district substitute orientation.

DESIRED QUALIFICATIONS:
1. Bachelor's degree.
2. Experience working with students.