

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.