



<b>Position Title:</b>	<b>Substitute Teacher – On Call</b>		
<b>Location:</b>	District Office		
<b>Reports to:</b>	Campus Administrators		
<b>Work Schedule:</b>	10 Month, On Call/As Needed	<b>Employment Type/FLSA Classification:</b>	Temporary/Non-Exempt
<b>Funding Source:</b>	This position may be 100% or partially grant funded. Employment is contingent upon the availability of funds.		

**Primary Role and Purpose**

Provide students with appropriate learning activities, instruction, and supervision by implementing the lesson plans as directed by the absent teacher, principal, or other responsible staff.

**Qualifications**

**Education/Certification:**

- High school graduate or GED equivalent, paraprofessional certificate, associate, or advanced degree
- Applicants must pass and maintain a satisfactory outcome of a fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by applicant.

**Special Knowledge/Skills:**

- Knowledge of core academic subject assigned
- Knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills

**Experience:**

- Experience managing groups of students and providing instruction, or related work experience

**Responsibilities and Duties**

**Instructional Strategies**

- Implement lesson plans and instructional activities provided by the absent teacher or designated staff.
- Use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to the lesson plans.
- Work cooperatively with teachers to modify curriculum for students as needed or noted in lesson plans.

**Student Growth and Development**

- Be a positive role model for students; support mission of campus and school district.

**Classroom Management and Organization**

- Submit attendance reports.

- Implement a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with the lesson plans, Student Code of Conduct, and student handbook.
- Supervise students at all times.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintain a clean and orderly classroom and follow the classroom and school procedures as directed by the school.
- Leave notes or complete the approved substitute teacher report form at the end of the teaching day.
- Report any accidents or incidents.

### **Communication**

- Communicate in a friendly and positive manner towards students, parents, staff, and administrators.

### **Professional Growth and Development**

- Participate in substitute training and activities to improve job-related skills.
- Comply with all state, district, and school regulations and policies for teachers.

### **Other**

- Follow district safety protocols and emergency procedures.

### **Additional Job-Related Duties:**

- Must be punctual and maintain an excellent attendance record
- Maintains control in stressful situations
- Some lifting may be required
- Works with frequent interruptions.
- Repetitive hand motions; prolonged use of computer.

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.