



JOB TITLE: SUBSTITUTE TEACHER

WAGE/HOUR STATUS: EXEMPT

DEPARTMENT: CURRICULUM & INSTRUCTION

PAY GRADE: SUBSTITUTE TEACHER PAY SCHEDULE

IMMEDIATE SUPERVISOR: CAMPUS PRINCIPAL

JOB SUMMARY

In the absence of the regular classroom teacher, the substitute upholds/provides appropriate learning activities, experiences and classroom management for students to fulfill their potential for intellectual, emotional, physical and social growth. Enable students to develop competencies and skills to function successfully in society.

MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION

- Minimum of thirty (30) college hours or Bachelor's degree from an accredited university is required
- Student teaching or approved internship is preferred*
- Valid Texas teaching certificate, with required endorsements for subject/level assigned is preferred*

JOB SCOPE

This position directly supervises students in the assigned classes, and educational assistants.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Meet and instruct assigned classes in the locations and at the times designated
- Follows the daily lessons plans provided by the classroom teacher or designee
- Present the subject matter according to guidelines established by Texas Education Agency, board policies and administrative regulations
- Provide opportunities for students to participate actively and successfully
- Evaluate and provide feedback on student progress during instruction
- Present for students a positive role model that supports the mission of the school district
- Create a classroom environment conducive to learning and appropriate to the maturity and interest of students
- Demonstrate flexibility and willingness to adapt to changes in a regular school day
- Follow the established classroom discipline management plan, maintain order in the classroom and administer discipline in accordance with board policies and administrative regulations per instructions provided by the regular teacher
- Protect and respect the confidentiality of the students under his/her supervision
- Encourage students to set and maintain standards of classroom behavior
- Take all necessary and reasonable precautions to protect equipment, materials and facilities
- Report immediately to the appropriate authorities in case of injury, illness or disruptions due to behavior or disciplinary situations
- Document lessons presented and activities completed to be reviewed by the regular classroom teacher upon his/her return
- Properly care for school property, supplies and materials while on campus
- Dismiss students according to instructions
- Follow established substitute arrival and dismissal protocol

- Complies with and supports district and school regulations and policies
- Models non-discriminatory practices in all activities
- Performs other related duties as assigned by building administrator (s) in accordance with district/school policies and practices

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES (CONTINUED)

- Manage allotted learning time to maximize student achievement
- Provide as much as possible, a safe environment to protect students
- Maintain a professional relationship with all colleagues, students, parents and community members
- Promote the school in a positive manner within the school and community
- Use acceptable communication skills to present information accurately and clearly to colleagues, students, parents and community
- Demonstrate interest and initiative in professional improvement
- Demonstrate human relations skills that are professional, ethical and responsible
- Keep informed of and comply with state, district and school regulations and policies for classroom teachers
- Perform other duties as required

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Work is located in a classroom environment. The ability to move from one location to another throughout the building and/or the district is required. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds may be required. Other physical activities may be required depending on assignment. Occasional travel with students on field trips may be necessary.

KNOWLEDGE, SKILLS AND ABILITIES

Must have the ability to communicate (verbal and written), instruct and maintain emotional control under stress. Must have the knowledge of subject areas assigned, general knowledge of curriculum and instruction as well as good knowledge of child growth and development. Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students. The ability to maintain effective classroom management strategies is required.