

## **SUBSTITUTE TEACHER**

**Qualifications:** Two years of college completed.

**Reports To:** Building Principal

**Essential Job Function:** To provide continuity in the absence of a teacher.

**Performance Responsibilities:**

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Arrives to school on time, prepared, and with a professional appearance and demeanor for the assignment.
3. Meets job commitments as accepted through the substitute placement and absence management system, maintaining proper use at all times.
4. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
5. Encourages students to set and maintain standards of classroom behavior according to classroom and school rules and students.
6. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives, following the teacher's plans when provided.
7. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
9. Strives to maintain and improve professional competence.
10. Performs other duties as assigned by the principal.

**Terms of Employment:** As needed basis

**Evaluation:** Performance is evaluated by the Building Principal

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.