

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** District-Wide Substitute Teacher (Full-time)

**Terms of Employment:** 9-month; 183 days

**FLSA Status:** Exempt

**Reports To:** Building Principal(s)

**Brief Description of Position:**

The substitute teacher plans, organizes and implements appropriate instructional practices and strategies, specifically those endorsed by DESE, in a learning environment that guides and encourages students to develop and fulfill their academic potential. The district-wide substitute teacher must be confident teaching a wide range of developmental age groups, including grade levels K-12.

**Required Qualifications:**

- One year of elementary and/or secondary teaching experience as a certified teacher or as a Long-Term Substitute Teacher
- Valid state of Missouri substitute teaching certificate
- Experience working in a team environment
- Strong motivational and communication skills and adaptability to shifting priorities so that a positive learning environment is assured
- Ability to prioritize tasks so that deadlines are met
- Computer skills for preparation of lesson materials and/ or reports

**Essential Duties and Responsibilities:**

- Relates to students of all ages through effective communication.
- Attempts to follow the directions of the absent teacher and bridge the gap between the teacher's lesson plans and where the class is progressing.
- Reports to the building principal or school secretary upon arrival at the school to receive assignments and special instructions.
- Reviews with the principal, department head or team leader all plans and schedules to be followed during the teacher day.
- Reviews special needs of students and emergency procedures.
- Maintains as fully as possible the established routines and procedures of the school and classroom to which he is assigned.
- Teaches students using the lesson plans as outlined and described by the absent teacher.
- Consults with building personnel before initiating any teaching or other procedures not specified in the teacher's lesson plans.
- Assumes responsibility for overseeing the students' behavior in class and during the lunch and recess periods.
- At the conclusion of the day, reports in writing, on the form provided by the school secretary, the day's activities. This summary should be sufficiently detailed to facilitate the transition from the substitute to the returning teacher.

- Follows all policies, rules and procedures to which regular teachers are subject and which good teaching practices dictate.
- Returns the classroom to an orderly condition at the conclusion of the day placing papers collected in folder.

### **Hazards:**

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

### **Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: August 2023