

# Hyde County Schools

## SUBSTITUTE TEACHER

### NATURE OF WORK

In the absence of the classroom teacher, the substitute teacher provides instruction, encourages student progress, maintains safety, and manages the learning environment.

### DUTIES AND RESPONSIBILITIES

Follows professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues.

Interacts in a professional manner with students and parents.

Maintains and respects confidentiality of student and school personnel information.

Works cooperatively with all school personnel and parents.

Complies with Hyde County School Board of Education policies.

Conducts assigned classes at the times scheduled.

Enforces regulations concerning student conduct and discipline.

Ensures the adequate supervision to assure health, welfare, and safety of all students.

Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Reports to office upon arrival at school; checks mailbox of absent teacher for materials requiring immediate attention; requests clarification of school rules and procedures, if necessary.

Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible.

Implements lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate.

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Dismisses all students from the classroom before leaving the building.

Performs all non-instructional duties as assigned of the classroom teacher.

Collects and places students' papers in regular teacher's desk or designated area.

Returns instructional materials, equipment, and keys to proper place.

Performs other related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Must be at a minimum a high school graduate. Must complete Effective Teacher Training. Must be 21 years of age.

## **ESSENTIAL JOB FUNCTIONS**

Must be able to use a variety of equipment and classroom tools such as computers, copiers, calculators, pencils, scissors, equipment for children, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Requires the ability to speak and/or signal people to convey or exchange information, including receiving instructions, assignments and/or directions from superiors.

Requires the ability to ready a variety of correspondence, reports, handbooks, forms, lists, etc. Requires the ability to prepare correspondence, simple reports, forms, instructional materials, etc. using prescribed format.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including medical, legal and counseling terminology.

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

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Requires the ability to talk and hear.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to manage instructional time.

Ability to manage student behavior.

Ability to follow oral and written directions.

Ability to establish effective working relationships with staff and students.

Ability to maintain effective classroom management strategies.

Ability to perform non-instructional duties as assigned.

**REPORTS TO:** Principal

**FSLA STATUS:** Exempt

## **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.