

SUBSTITUTE TEACHER

Title: Substitute Teacher

Qualifications: 1. Hold a Bachelor's Degree or higher
2. Hold proper and current State Certification

Reports to: Superintendent and/or Designee

FLSA Status: Exempt

Job Goals: To enable each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher.

Performance Responsibilities:

1. Maintain the established routine and procedures as the regular classroom teacher.
2. Teach the lesson as outlined and described by the absent teacher.
3. Follow all policies, procedures and rules as outlined in the board approved policy book.
4. Complete all necessary forms as required by the school district in which you substitute.
5. Implement the appropriate course of study.
6. Report any and all problems or concerns to the County Office of Education.
7. Perform all other duties and responsibilities as assigned.

ADDITIONAL WORKING CONDITIONS:

1. **Occasional exposure to blood, bodily fluids and tissue.**
2. **Occasional operation of a vehicle under inclement weather conditions.**
3. **Occasional interaction among unruly children.**