

## **SUBSTITUTE TEACHER**

### **Qualifications:**

#### Minimum:

1. Associates Degree or Sixty College Credits
2. Ability to maintain a positive learning environment
3. Good interpersonal and communication skills.
4. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

### **Reports To:**

School Principal and/or Vice Principal

### **Job Goal:**

Manage student learning while maintaining a climate of respect and fairness for all students in accordance with the goals and directives of the teacher and Principal or Vice Principal.

### **PERFORMANCE RESPONSIBILITIES:**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

1. Maintain and respect the confidentiality of students and school personnel information.
2. Interact in a professional manner with students, staff members and parents.
3. Dress in attire appropriate for a member of the teaching profession.
4. Maintain discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with district policies.
5. Ensure adequate supervision to assure the health, welfare, and safety of all students.
6. Check the substitute teacher folder and become familiar with students that have significant health issues and/or allergies.
7. Become familiar with the Universal Precautions procedures.
8. Report to the assigned school at least twenty minutes prior to the students' arrival in order to have adequate time to review the teacher's lesson plans, substitute teacher folder, textbooks and assignments for the day.
9. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

10. Report to office upon arrival at school. check mailbox of absent teacher for materials requiring immediate attention. request clarification of school rules and procedures, if necessary.
11. Report all student injuries, accidents, illnesses, and discipline problems to appropriate school personnel immediately or as soon as is reasonably possible.
12. Implement lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate.
13. Organize students for effective instruction and ensure continuity of the academic program.
14. Effectively contribute to and manage an individual education plan for students with special needs.
15. Become familiar with fire exit maps posted in each classroom, as well as all emergency procedures, such as Code C.
16. Collect and places students' papers in regular teacher's desk.
17. Return instructional materials, equipment, and keys to proper place.
18. Determine if his/her services will be required for the next school day.
19. Comply and supports district policies.
20. Model non-discriminatory practices in all activities.
21. Check for and performs other related duties as assigned by building administrator(s) in accordance with school/division policies and practices.
22. Ensure that all students have left as assigned for the day.
23. Substitute teachers are expected to stay at least twenty minutes after the students' dismissal to complete the Substitute Teacher Report Form and organize the room for the next day.
24. Seek the guidance of the building Principal or Vice Principal when unusual situations arise.

**APPROVED BY:** Board of Education