

## SOUTH FORK UNION SCHOOL DISTRICT

### SUBSTITUTE TEACHER JOB DESCRIPTION

#### Substitute Teacher

**SUMMARY:** Substitute responsibilities may vary from school to school, but in general the substitute should follow the regular teacher's lesson plans. Every Effort should be made to carry on the program of the regular teacher. In addition, the substitute is expected to observe the same ethical code expected of a regular teacher. All Substitute Teacher's are to follow the direction and guidance in the Substitute Teacher Handbook that they will be assigned the first day they work for the district.

**QUALIFICATIONS:** A substitute teacher must hold or have applied for a valid California teaching credential authorizing substitute services. The Emergency Substitute Credential may be issued to candidates who verify a B.A. degree and have passed the C-BEST (California Basic Educational Skills Test). The credential/permit process is handled by the Kern County Superintendent of Schools.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Follow the regular teacher's lessons plans (very crucial)
- Be prepared to maintain a productive program if lesson plans are not provided
- Maintain accurate attendance account
- Maintain normal classroom routines and disciplinary procedures
- Request assistance immediately when a reasonable learning environment cannot be maintained
- Leave written note to the regular teacher explaining any deviations from the lesson plan and describing class behavior and progress
- Follow regular teacher's requests regarding grading of written assignments
- Follow school rules regarding excusing students from the classroom
- Follow school emergency procedures
- Organize and label completed work
- Place copies of all notices and bulletins received so they can be easily found by regular teacher
- Leave classroom in satisfactory order

**SALARY RANGE:** Substitute Salary Schedule

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized representative: \_\_\_\_\_ Date: \_\_\_\_\_