

Job Description

TITLE: Substitute Teacher
REPORTS TO: Supt/Principal
QUALIFICATIONS: MN Teaching License or MN Short Call Substitute License

PERFORMANCE RESPONSIBILITIES:

1. Maintain a valid teaching license and to file each renewed license with the AESOP substitute calling system administrator. If substitutes are unavailable for work for a particular day or a period of time, they are asked to log into AESOP and record Non-Work Days.
2. Arrive at your assigned school at the time designated on the assignment. Beginning and end times are noted on the job information both on the phone and internet.
3. Report daily attendance to the district office.
4. Provide meaningful instruction for assigned classrooms by teaching the lessons prepared by the absent teacher, or provide appropriate instruction if no lessons available.
5. Work with Special Education and Title I staff in the development and delivery of instruction to students identified and enrolled in these programs.
6. Report in writing or email, the day's activities at conclusion of each day and provide other feedback as requested by the school leader.
7. Utilize the practices and procedures in the Substitute Teachers' Handbook distributed annually. Follow all district policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
8. Student Management - Maintain as fully as possible the established routines and procedures of the school and classrooms to which he/she is assigned. Assume responsibility for overseeing pupil behavior in class and at other times during the school day. If there are students who become a major discipline problem and/ or disrupt the teaching atmosphere to the extent that you cannot carry on your duties, know the procedure to use in contacting an administrator to help resolve the problems. In all normal teaching situations, the substitute teacher is expected to be able to handle the routine discipline problems.
9. Be aware of and prepared to follow district's crisis plan and be sure to know where the red crisis binder is located in the classroom.
10. School/Community Relations - Maintain good relations with the faculty and staff of the district.
11. Treat information about students and staff with the utmost confidence.
12. Maintain a professional level of conduct in each teaching situation.
13. Maintain professional qualities and skills in relation to instructional strategies and current and upcoming technology.
14. Perform other duties as assigned that are usual and customary to persons assigned to employees in this job classification.