Job Title: Substitute **Exemption Status/Test:** Exempt/Professional

Reports to: Principal

Dept./School: Assigned Campus

Primary Purpose:

Perform the instructional and classroom management processes for teachers who are absent for a day or longer periods of time.

Qualifications:

Age Requirement:

- 21 years of age
- 18 years of age for anyone with an SBEC certification or currently enrolled in an educator's training program (substitute certification program, teacher certification, instructional aide certification or similar certification programs).

Education/Certification:

- Substitute Teachers must have completed a minimum of 30 hours of college credit.
- All applicants must have a minimum of a high school diploma or GED equivalent.

Special Knowledge/Skills:

- Ability to instruct students and manage their behavior
- Ability to assist in instructing reading, writing, and mathematics
- Ability to work well with children
- Ability to communicate effectively

Requirements:

- State law requires that all substitute teachers have their fingerprints complete prior to entering a classroom. The cost of the fingerprinting is around $50. This is a one-time fee and process that is valid for any school district in the state of Texas.

- If selected, you will be sent new hire paperwork via email along with your scheduled date to attend substitute orientation. This orientation is required prior to substituting in our district. Orientations are scheduled based on our substitute needs.

Major Responsibilities and Duties:

Perform regular teacher's class plan while the teacher is absent, including but not limited to the following:

1. Report to the principal or school secretary upon arrival at the school.
2. Assume the responsibilities for instructing classes when a teacher is absent.
3. Assume other responsibilities for a teacher including, but not limited to assigned duties when the teacher is absent.
4. Assist in guiding the learning process toward the achievement of educational goals established for each student.
5. Provide instruction individually or to small groups of students.
6. Assist students in interpreting directions.
7. Assist in maintaining a neat, orderly classroom and in maintaining proper discipline at all times.
8. Review and summarize lesson plans for students.
9. Tutor individual students and assist in improving student skills.
10. Take all necessary and reasonable precautions to protect students, materials, and facilities.
11. Demonstrate behavior that is professional, ethical, and responsible.
12. Be prompt in attendance to assigned duties.
13. Demonstrate the district's established quality customer service standards.
14. Consult as appropriate, with the principal or department or grade level head, before initiating any teaching or other procedures not specified in the lesson plans.
15. Maintain appropriate records including attendance, checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent.
16. Communicate, collaborate, and cooperate with colleagues, supervisors, and students.

17. Maintain as fully as possible, the established routines and procedures of the school and classroom to which assigned.
18. Follow any specific plans or provide accommodations for students as required.
19. Follow all district and individual school policies, rules and procedures to which regular teachers are subject and which good teaching dictates.
20. Follow the Texas Educator Code of Ethics.
21. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Substitute Signature: _____ Date _____