



### **Substitute Teacher Job Description**

**Location:** Various Client School Locations  
**Job Category:** Per Diem  
**FLSA Status:** Non-Exempt

#### **GENERAL DEFINITION**

Manages student learning in accordance with the goals and directives of the schools and states.

#### **ESSENTIAL FUNCTIONS/KEY RESPONSIBILITIES**

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

- Maintains and respects confidentiality of student and school personnel information;
- Maintains discipline and classroom control that fosters a safe and positive learning environment for all students and staff in accordance with school and county policies;
- Ensures the adequate supervision to assure health, welfare, and safety of all students;
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities;
- Reports to office upon arrival at school; checks mailbox of absent teacher for materials requiring immediate attention; requests clarification of school rules and procedures, if necessary;
- Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible;
- Implements lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate;
- Organizes students for effective instruction;
- Dismisses all students from the classroom before leaving the building;
- Completes a Substitute Teacher Report Form for the regular classroom teacher;
- Collects and places students' papers in regular teacher's desk;
- Returns instructional materials, equipment, and keys to proper place;
- Complies with and supports school and state regulations and policies;
- Performs other related duties as assigned by building administrator(s) in accordance with school/state policies and practices.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students. Ability to maintain effective classroom management strategies.

## **SPECIAL REQUIREMENTS**

- Candidate must be at least 21 years of age
- Candidate must attend an orientation/training session and complete required District and state credentialing requirements (Background check, Fingerprinting)

## **PHYSICAL DEMANDS/REQUIREMENTS**

- Duties performance typically in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas.
- Frequent walking, standing, stooping, lifting, up to approximately 30 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds may be required. Other physical activities may be required.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, noise and hazards.
- Occasional movement of students by wheelchairs and other mechanical devices may be required.
- Regular instruction to special needs children may be necessary.
- Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days.
- Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute.