

Job Title: SUBSTITUTE TEACHER
Reports to: Principal
Dept./School: Assigned Campus
Wage/Hour Status: Comparable on Education
(See Substitute pay rate)
Date Revised: February 18, 2019

Primary Purpose

Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

QUALIFICATIONS

Education/Certification

0-59 Hours - Completion of STEDI
High School Diploma or GED
Attend Substitute Orientation

Special Knowledge/Skills

General knowledge of curriculum and instruction
Ability to instruct students and manage their behavior
Strong organizational, communication, and interpersonal skills
Must be at least 21 years to substitute at a Secondary campus

Experience

Experience utilizing written and verbal communication skills

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Strategies

1. Utilize developed lesson plans that fulfill the requirements of district's curriculum program and provide a written turnover of utilization as required.
2. Utilize lessons provided by the teacher which reflect accommodations for differences in student learning styles.
3. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
5. Work cooperatively with special education teachers to utilize modified curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
6. Work and assist teachers and other members of staff to determine instructional goals, objectives, and methods according to district requirements.
7. Assist with planning and supervising of teacher aide(s) and volunteer(s).
8. Use technology to strengthen the teaching/learning process.

Student Growth and Development

9. Help students analyze and improve study methods and habits.
10. Conduct ongoing assessment of student achievement through formal and informal testing.
11. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
12. Be a positive role model for students and support mission of school district.

Classroom Management and Organization

13. Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
14. Manage student behavior in accordance with Substitute Handbook and Student Code of Conduct Handbook.
15. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Communication

16. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers as requested by the teacher or principal.
17. Maintain a professional relationship with colleagues, students, parents, and community members.
18. Use effective communication skills to present information accurately and clearly.

Professional Growth and Development

19. Participate in staff development activities to improve job-related skills.

Other

20. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
21. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
22. Attend and participate in faculty meetings and serve on staff committees as requested by the teacher or principal.
23. Perform other duties assigned by supervisor.
24. Maintain confidentiality of information.

Supervisory Responsibilities

25. Supervise assigned teacher aide(s).

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____