

Print Name: _____

Date: ____/____/____

Job Title: Substitute

Exemption Status/Test: Exempt/Professional

Reports to: Principal

Dept./School: Assigned Campus

Primary Purpose:

Substitute teachers take the responsibility to ensure that the educational process is not interrupted when the regular teacher/paraprofessional is absent, and provide students with appropriate learning activities and experiences in the subject area as described in the lesson plans prepared by the classroom teacher.

Substitute teachers are required to stay active within 90 days span.

Qualifications:

Age Requirement:

Must be 21 years of age

Education/Certification:

- Substitute Teachers must have completed a minimum of 30 hours of college credit.
- Applicants with less than 30 college hours will be allowed to substitute in paraprofessional positions only.
- All applicants must have a minimum of a high school diploma or GED equivalent.

Special Knowledge/Skills:

- Knowledge of core academic subject assigned
- Knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills

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.

Major Responsibilities and Duties:

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

- Reports to the principal or school secretary upon arrival at the school
- Communicates, collaborates, and cooperates with colleagues, supervisors, and students
- Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned
- Assumes the responsibilities for instructing classes when a teacher is absent
- Assumes other responsibilities for that teacher during the time the teacher is absent
- Assumes responsibility for overseeing pupil behavior in class and during lunch and other activities
- Consults, as appropriate, with the principal or department or grade level head, before initiating any teaching or other procedures not specified in the lesson plans
- Maintains 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
- Provides for individualized and small group assistance for students as indicated by lesson plans
- Follow any specific plans or provide accommodations for students as required
- Follows all district and individual school policies, rules and procedures to which regular teachers are subject and which good teaching dictates
- Follow the Texas Educator Code of Ethics
- Perform other duties as assigned

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in a professional manner
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- follow campus safety procedures

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

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.

Reviewed by _____ Date _____

Received by _____ Date _____