

TITLE

Substitute Teacher

QUALIFICATIONS

- Not less than a high school degree or general equivalency diploma.
- Strong verbal, presentation, and interpersonal skills.
- At least one (1) year of experience so that with appropriate training, the assigned duties may be carried out.
- Meets the necessary health and physical qualifications.

JOB GOAL

To enable each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher.

ESSENTIAL FUNCTIONS

- Reports to the building principal or school secretary upon arrival at the school building;
- Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching day;
- Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned;
- Teaches the lesson outlined and described in the Substitute Teacher's Guide as prepared by the absent teacher;
- Consults as appropriate, with the building principal, department head, or team leader before initiating any teaching or other procedures not specified in the Substitute Teacher's Guide;
- Assumes responsibility for overseeing student behavior in class and during lunch and recess periods;
- Reports in writing, on the form provided by the school secretary, on the day's activities at the conclusion of each teaching day; and
- Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.

PHYSICAL DEMANDS

This job may require lifting or carrying of objects that exceed 50 lbs., or the average weight of a child, if assigned to elementary school. Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Climbing
- Stooping and/or kneeling
- Reaching

- Talking
- Hearing
- Seeing

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

- Vocational education
- Apprentice training
- On-the-job training
- Essential experience in other jobs

TEMPERAMENT (Personal traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with students.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal:* Ability to understand meanings of words and the ideas associated with them.
- *Numerical:* Ability to perform mathematical operations quickly and accurately.
- *Manual Dexterity:* Ability to move the hands and manipulate small objects with the fingers rapidly or accurately.
- *Color Discrimination:* Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

Substitute Teacher

WORK CONDITIONS

Normal working environment.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Substitute Teacher