

# Smith County Board of Education

## Job Description

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### Substitute Teacher

#### **JOB SUMMARY**

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

#### **QUALIFICATIONS**

- Criminal history record checks and fingerprinting of applicants for substitute teaching are required
- Applicants whose records with the State Department of Education indicate a license or certificate currently in revoked status shall not be hired
- Not less than a high school degree or general equivalency diploma
- Strong verbal, presentation, and interpersonal skills
- At least one year of experience so that with appropriate training, the assigned duties may be carried out
- When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a substitute teacher must possess a teaching certificate with endorsement in the discipline(s) to be taught
- When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule
- Meets the necessary health and physical qualifications

**PHYSICAL DEMANDS:** This job may require lifting of objects that exceed 50 lbs., or the average weight of a student, if assigned to elementary school, with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

- pushing and/or pulling
- climbing and/or balancing
- stooping, kneeling and/or crawling
- reaching
- talking
- hearing
- seeing

## **ESSENTIAL FUNCTION/JOB DUTIES**

- Report to 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
- Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates
- Establish and maintain satisfactory, respectful working relationships within the school environment
- Must not discuss confidential school business, or student records in or out of school or with peers
- Perform other duties as assigned

## **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.