

GORHAM SCHOOL DEPARTMENT

TITLE: Substitute Teacher

QUALIFICATIONS:

1. Minimum of two years of college or 60 college credit hours
2. Approval Card issued by the Maine Department of Education (CHRC)

REPORTS TO: Building Principal or Designee

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

RESPONSIBILITIES:

1. Reports to the building principal or designee upon arrival at the school building.
2. Reviews student lists and plans/schedules to be followed during the teaching day and asks the principal/designee for any necessary clarification.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned.
4. Teaches the lesson outlined and described in the absent teacher's lesson plans.
5. Consults as appropriate with the building principal or designee before initiating any teaching or other procedures not specified in the absent teacher's lesson plan.
6. Assumes responsibility for overseeing pupil behavior and general well-being in class and during duty periods.
7. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.

WORK YEAR: As-needed basis. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

November 2012