

**TITLE****Teacher - Substitute****QUALIFICATIONS**

1. Not less than a high school diploma or general equivalency diploma;
2. Without valid Tennessee teaching license(s), must submit official transcript reflecting either an Associate or Bachelor's degree, or provide proof of completion of the on-line training.
3. Strong verbal, presentation, and interpersonal skills; and
4. Meets health and physical requirements.

**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**

1. Report to the building principal or school secretary upon arrival at the school building;
2. Review with the principal, department head, or team leader all plans and schedules to be followed during the teaching day;
3. Maintain as fully as possible the established routines and procedures of the school and classroom to which assigned;
4. Teach the lesson outlined and described by the "Information for Substitute Teachers" as prepared by the absent teacher;
5. Consult as appropriate, with the building principal, department head, or team leader before initiating any teaching or other procedures not specified by the "Information for Substitute Teachers";
6. Assume responsibility for overseeing student behavior in class and during lunch and recess periods;
7. Report in writing, on the form provided by the school secretary, on the day's activities at the conclusion of each teaching day; and
8. Follow all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.

**PHYSICAL DEMANDS**

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

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

## **VOCATIONAL PREPARATION**

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

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students.
4. 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.

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

## **WORK CONDITIONS**

Normal working environment.

Not full-time - works only on an 'as needed' basis.

## **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.