**ALEXANDER CITY SCHOOLS**

JOB DESCRIPTION

JOB TITLE: **Substitute Teacher**

REPORTS TO: Principal

SUPERVISES: N/A

QUALIFICATIONS:

1. High school diploma
2. Valid Alabama Substitute Teacher’s Certificate
3. Valid Alabama Teacher’s Certificate preferred

JOB GOAL:

To provide classroom supervision and instruction helping students to learn subject matter and/or skills required for scheduled lessons in the absence of the regular classroom teacher.

PERFORMANCE RESPONSIBILITIES:

1. Reports to the principal or his/her designee upon arrival at school.
2. Attend substitute orientation sessions.
3. Reviews with the principal or his/her designee all plans and schedules to be followed during the teaching day which may or may not include a planning period.
4. Complies with all school rules, regulations and policies.
5. Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned.
6. Teaches/Follows the lesson outlined and described in the Substitute Teacher’s Guide as prepared by the absent teacher.
7. Consults with the building principal or his/her designee before initiating any teaching or other procedures not specified in the Substitute Teacher’s Guide or lesson plan.
8. Maintains discipline in accordance with policy of the Alexander City School System.
9. Reports to the regular teacher any pertinent information concerning procedures used and assignments made.
10. Reports to school office before leaving each day.
11. Maintains an ethical and professional attitude and relationship at all times with students, staff members, and parents.
12. Does not criticize the work of the regular teacher.
13. Any written work assigned by the substitute, which is beyond the lesson plan, should be graded and left for the regular teacher.
14. Reports all accidents involving students to the office.
15. Does not administer medication. All medication must be administered through the office.
16. Dresses appropriately in professional attire required for classroom teachers.
17. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
18. Ensures that the students are never left unattended in the classroom.
19. Assumes all duties of the regular classroom teacher promptly and in accordance with school rules. This may include bus, lunchroom, playground, and hall or other duties assigned by the building principal.
20. Knows emergency evacuation routes for the classrooms assigned.

PHYSICAL REQUIREMENTS:

N/A

TERMS OF EMPLOYMENT:

As needed, salary and work year to be established by the board.

EVALUATION:

N/A

NOTE: Complaints made by a school principal about a substitute teacher may result in the removal of the substitute from the Substitute List.

***It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.***

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Revised: May 2015