

TITLE: Substitute Teacher

QUALIFICATIONS: 1. Valid teaching certificate or High School Diploma plus Substitute Teacher Training
2. Demonstrates familiarity with school, philosophy, program, and policies.

REPORTS TO: Principal

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

PERFORMANCE RESPONSIBILITIES:

1. Reports to the principal and/or school secretary upon arrival at school.
2. Reviews with the principal and/or school secretary all plans and schedules to be followed during the teaching day.
3. Assumes responsibility for overseeing student behavior in class and during recess.
4. Writes a note about work completed at the end of each teaching day, and leaves it for the regular classroom teacher.
5. Reports to the building principal and/or school secretary, at the conclusion of the teaching day, and verifies whether or not his/her services will be required on the next teaching day.
6. Follows lesson plans.
7. Takes attendance based on school procedures.

TERMS OF EMPLOYMENT: Per Diem, at rates currently established by the Board.