

Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Long Term Sub

QUALIFICATIONS:

- 4 year degree from an accredited university
- Able to communicate effectively to the parents
- Good physical condition with the ability to lift 10 pounds

REPORT TO: Principal

SUPERVISES: Assistant teacher

JOB GOAL:

Elementary – Teach elementary age/level pupils academic, social, and manipulative skills in public educational system in an effort to lead them toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation

Secondary – Teach one or more subjects, such as English, mathematics, or social studies, to students of junior high/high school age/level in an effort to lead them toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation

PERFORMANCE RESPONSIBILITIES:

- Plan instruction according to the district instructional management plan
- Meet and instruct assigned classes in the locations and times designed
- Develop and maintain a classroom environment conducive to effective learning by organizing time, space, materials, and equipment for instructions
- Prepare for student and classes assigned, incorporating the instructional management program and show written evidence of preparation upon request of immediate supervisor
- Demonstrate an understanding of subject matter being taught while employing a variety of instructional techniques, methods, and media related to the objective and consistent with the needs and capabilities of the individual and groups involved
- Encourage students to achieve at least the minimum requirements for promotion in subject areas required for assigned grade level
- Maintain accurate and complete records as required by law, district policy, and administrative regulations
- Teaches with emphasis on:
 - Grade 1 – reading, mathematics and writing incorporating social studies and science/health with reading
 - Grade 2 – reading, mathematics, spelling, writing, and English, incorporating social studies and science/health with reading

- Grade 3 – reading, mathematics, spelling, writing, and English. Social Studies, science and health to be taught two or three times per week (Health and science to be taught in rotating semesters. Departmentalized classes are to be taught via principal directives.)
- Grades 4 – 6 reading, mathematics, spelling, writing, social studies, English, science and health or specified subject in departmentalized classes
- Grades 7-12 assigned subject areas per the school principal/teacher schedule by assigning lessons, correcting papers, and observing oral/written presentations
- Strive to implement, by instruction and action, the district’s philosophy on education and instructional goals and objectives
- Obtain and use information about the needs and progress of individual learners and about the effectiveness of instruction, revising it when necessary
- Refer learners with special problems to specialists
- Help students to develop positive self-concepts and encourages them to set and maintain high standards of classroom, bus, and cafeteria and playground behavior
- Counsel students when problems arise and adjustments are needed
- Work to maintain open lines of communication with students and parents on pupil’s academic and behavioral problems and suggests remedial action(s)
- Accept a share of responsibility for co-curricular activities as assigned
- Assist in the selection of books, equipment, and other instructional materials
- Attend and participate in faculty meetings, PTA meetings, in-service and/or professional development when scheduled by principal or departments within the central office
- Establish and maintain cooperative relations with fellow co-workers, and administrators
- Provide for his or her own professional growth through participation in workshops, seminars, conferences, and advanced course work at institutions of higher learning
- Meet expectations as required by the MS Teacher Evaluation System (MTES)
- Display pride and loyalty to self, school and district
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
 (Employee)

_____ Date: _____
 (Supervisor)