



JOB TITLE: Substitute Teacher

DEFINITION

Under the supervision of the School Administration, the Substitute Teacher instructs students during the absence of a regular teacher. Substitute Teachers are expected to maintain a professional attitude toward their work and support the mission and goals of the school system.

ESSENTIAL JOB DUTIES

- Follows the lesson plan(s) left by the teacher and ensures students complete all assigned tasks
- Maintains a safe environment
- Uses appropriate language at all times
- Uses materials provided by the teacher or other school personnel
- Avoids engaging in or encouraging discussions of inappropriate or non-school related topics
- Becomes familiar with emergency procedures
- Notifies school administration of any unusual incidents which have occurred during the school day
- Leaves information concerning the day's activities for the teacher
- Reports suspected child abuse/neglect per HCPSS Policy 1030
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively with students and staff
- Ability to continue the educational program in the absence of the regular teacher
- Ability to manage student behavior in a positive manner

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

High school diploma or GED and completion of a minimum of 60 college credits.
Bachelors degree preferred.