



EMPLOYEE NAME: _____

Revised: 10/12; 8/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Supply Teacher	JOB CODE: SUP1, SUP8
DIVISION: Leadership	SALARY SCHEDULE: Supply Teacher Rate of Pay
DEPARTMENT: Leadership	WORK DAYS: N/A
REPORTS TO: Principal	PAY GRADE: N/A
FLSA: Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Serves in the capacity of a substitute teacher in the absence of the classroom teacher.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree; prefer applicant to have major in specific content area posted on job vacancy
2.	Certification/License Required: None; Valid Georgia Teaching Certificate preferred
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, student management

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Manages classroom and provides instruction to students.
3.	Uses appropriate behavior management strategies.
4.	Compiles, maintains, and submits required records.
5.	Promotes the responsible use of materials and equipment.
6.	Maintains prompt and professional communication with parents.
7.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____