



EMPLOYEE NAME: _____

Revised: 2/96; 2/97; 9/97; 1/08; 1/13;10/13; 3/14; 6/18

JOB DESCRIPTION

POSITION TITLE: Substitute Teacher	JOB CODE: SUB1
DIVISION: Leadership & Learning	SALARY SCHEDULE: N/A
DEPARTMENT: Leadership & Learning	WORK DAYS: As Needed
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: High School Diploma or GED required; college degree preferred
2.	Certification/License Required: None
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.	Utilizes appropriate procedures for student safety and welfare.
3.	Manages classroom and provides instruction according to plans as prepared by the classroom teacher.
4.	Uses appropriate behavior management strategies.
5.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____