

Elementary School - Teacher, Substitute

School District Job Description

Position Title: Teacher, Substitute

Department: Instruction

Reports To: Principal

SUMMARY:

Performs regular teachers class plan while the teacher is out

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

- Assumes the responsibilities for instructing classes when a teacher is absent.
- Assumes all other responsibilities for that teacher during the time the teacher is absent.
- Prepares lesson plans with assistance, as directed by an administrator, when lesson plans are not available in the classroom.
- Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent.
- Provides assistance for students who need special help on those days when no teacher is absent.
- Provides for individualized and small group assistance for students as indicated by lesson plans.

SUPERVISORY RESPONSIBILITIES:

Supervises students and oversees paraprofessional for instruction purposes.

EDUCATION and/or EXPERIENCE:

60 college credit hours

Acknowledged _____

Date _____

CERTIFICATES LICENSES. REGISTRATIONS:

DESE certification, background check and fingerprinting

EVALUATION: Building Principal/Classroom teacher

TERMS OF EMPLOYMENT: Paid monthly as per number of days worked/per month; salary establish by Board of Education policy.



Acknowledged _____

Date _____