**Substitute Teacher**

Reports to – Director of Technology

To enable each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher.

**PERFORMANCE RESPONSIBILITIES**

1. Reports to the building principal or secretary upon arrival at the school building.
2. Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching day.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
4. Teaches the lesson outlined and described in the Substitutes Teachers’ Guide as prepared by the absent teacher.
5. Consults as appropriate, with the building principal, department head, or team leader before initiating any teaching or other procedures not specified in the Substitute Teachers’ Guide.
6. Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
7. Reports in writing on the day’s activities at the conclusion of each teaching day.
8. Follow all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
9. Maintains confidentiality.

**MINIMUM QUALIFICATIONS**

1. 64 college hours with 2.45 GPA. Applicants who possess a Bachelor's degree in any subject area from a regionally or nationally accredited institution of post-secondary education need not meet the GPA requirement.
2. Official transcripts required prior to interview

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: February 20, 2018

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee