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|  | **JOB TITLE** | SUBSTITUTE CLASSROOM TEACHER |
| **REPORTS TO** | PRINCIPAL |
| **SALARY SCHEDULE/GRADE** | CERTIFIED SUBSTITUTE SALARY SCHEDULE |
| **CONTRACTED DAYS AND/OR HOURS** | AS NEEDED |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 2099 |
| **POSITION CLASSIFICATION** | SUBSTITUTE  |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| 64 college credit hours and 2.5 or above GPA. |

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| **POSITION SUMMARY** |
| To help students learn content and skills that will contribute to their development in the absence of the regular teacher. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

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| **PERFORMANCE RESPONSIBILITIES** |
| Reports to the building principal or school secretary upon arrival at the school. |
| Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned. |
| Teaches lesson plan outlined by the absent teacher. |
| Performs all extra duties for the absent teacher as required by the building principal. |
| Meets and instructs assigned classes in the locations and at the times designated. |
| Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students. |
| Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior. |
| Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities. |
| Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation, pertaining to teacher and students. |
| Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner. |
| Continuously strives to improve professional competence and collaboration with colleagues and communities. |
| Attends staff meetings, serves on staff committees, and performs duties prescribed by the principal and by School Board Policies. |
| Promotes public relations for the school’s programs and activities. |
| Becomes acquainted with parents; reports any unusual occurrence or event to the principal or the designated representative immediately. |
| Contacts the principal or the designated representative as soon as possible when the teacher must be absent from school. |
| Remains at school during the entire school day unless excused by the principal or the designated representative. |
| Implements all rules, regulations, policies and administrative guidelines as adopted by the School SBDM Council and the School Board |
| Maintains a professional appearance as an example for students. |
| Is familiar with and incorporates the use of technology in daily tasks. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance.  |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Operation of computer and technology ancillaries |
| Verbal and written communication skills |
| Laws, rules and statutory regulations related to assigned activities. |
| Policies and objectives of assigned program and activities. |
| Determine appropriate action within clearly defined guidelines. |
| Work independently with little direction. |
| Meet schedules and timelines. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking.  |
| Requires the ability to communicate effectively using speech, vision and hearing. |
| Requires the use of hands for simple grasping and fine manipulations. |
| Requires bending, squatting, crawling, climbing, reaching. |
| Requires the ability to lift, carry, push or pull light weights.  |