



Bullitt County Public Schools

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TO: Dr. Jesse Bacon, Superintendent
Mrs. Adrienne Usher, Assistant Superintendent
Ms. Becky Sexton, Assistant Superintendent

FROM: Althea Hurt, Director of Human Resources

DATE: July 20, 2021

RE: Item for the July Board Meeting - Permanent Substitute Job Description

Presented is the new job description for the position of Permanent Substitute Teacher/School Designated Guest Teacher. We are requesting to post the position and hire twenty-three (23) qualified full-time substitutes to assign to each of our school buildings. This position will come with benefits, including ten (10) sick days, three (3) personal days, and three (3) emergency days. The permanent substitute will work for a total of 174 days which includes 170 instructional days and four (4) paid holidays. This position will be for the 2021-2022 school year only. Funding will be through ESSER funds

Attachment: Permanent Substitute/School Designated Guest Teacher Job Description

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POSITION: Permanent Substitute Teacher (*School Designated Guest Teacher*)

POSITION SUMMARY: The Permanent Substitute Teacher, also known as a BCPS School Designated Guest Teacher, is assigned to a school location and performs the instructional and classroom management processes for teachers who are absent within the assigned school.

QUALIFICATIONS: Minimum of 64 College College Credit Hours from an Accredited College or University with a 2.45 Minimum GPA.

ADDITIONAL REQUIREMENT: Flexibility in Assignment (*May be assigned to other locations in the surrounding area based upon daily need.*)

TERMS OF EMPLOYMENT: 174 Days (170 Instructional Days & 4 Paid Holidays)

REPORTS TO: Substitute Coordinator/BCPS HR Department, Building Principal

PERFORMANCE RESPONSIBILITIES:

-Follows lesson plans provided by the regular teacher to create a cohesive and consistent learning experience for students.

-Assists the administration in implementing Board policies, administrative regulations, and school rules governing student life and conduct in a fair and consistent manner.

-Manages the classroom effectively to encourage student participation, minimize distractions, and maintain a positive learning environment.

-Adapts teaching methods to fit the needs of each individual student.

-Supervises students in and out of the classroom, including the halls, on the playground, and in the cafeteria.

-Provides in-class and at-home assignments based on the lesson plans.

-Immediately reports safety concerns to a school official.

-Maintains a professional appearance as an example to students.

-Completes all trainings and other compliance requirements as assigned by the BCPS Human Resources Department.

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-Remains at the school assignment the entire school day, unless otherwise instructed to leave by the Substitute Coordinator or Building Principal.

-Performs other duties as assigned.

PHYSICAL DEMANDS:

	Seldom/ Rare	Occasional (Up to 1/3 of Work Day)	Frequent (Up to 1/3 to 2/3 of Work Day)	Repetitive (Up to 2/3 of Work Day)
Standing/Walking				✓
Sitting			✓	
Handle/Finger/Feel			✓	
Reach/Push/Pull			✓	
Bend/Stoop/Crouch			✓	
Kneel/Crawl		✓		
Climb/Balance	✓			
Lift/Carry (Check Frequency)				
Up to 10 lbs.			✓	
Up to 20 lbs.			✓	
Up to 50 lbs.		✓		
Up to 100 lbs.	✓			
Over 100 lbs.	✓			

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

Print Name: _____ Date: _____

Signature: _____