

TITLE: FULL-TIME BUILDING SUBSTITUTE TEACHER

QUALIFICATIONS:

- Certification by the Kentucky Department of Education or at least 64 Hours of college credit with a minimum 2.5 GPA and an Emergency Substitute Teacher Certificate from EPSB
- Such alternatives to the above qualifications as the Board may deem appropriate and acceptable.

REPORTS TO: ASSIGNED DISTRICT ADMINISTRATOR

GOAL: To enable each child to pursue his education as smoothly and completely as possible in the absence of his/her regular teacher. Will daily fulfill a teacher vacancy in the district.

PERFORMANCE EXPECTATIONS:

- Report to the school office upon arrival to learn of classroom assignment each day.
- Maintain as fully as possible the established routines and procedures of the school and classroom to which assigned.
- Teach the lesson prepared by the absent teacher.
- Assume responsibility for overseeing pupil behavior.
- Report on the day's activities at the conclusion of each day for the absent teacher.
- Follow all policies, rules, and procedures.
- Maintain confidentiality.
- Refer to the Substitute Handbook for guidance, if needed.
- If no teacher vacancy exists for the day, employee should still report to work. District administration will direct on needed tasks and support for that day.
- Perform other related duties as assigned by the supervisor.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF AND ABILITY TO:

- Basic subjects taught in the school, including math, grammar, spelling, language and reading.
- Safe practices at all times supervising students.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, professionalism, patience and courtesy.
- Basic record-keeping techniques. .
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Operate relevant technology.

TERMS OF EMPLOYMENT: Length of contract, wage rate, and work year to be established by the Board. 175 days at Rank V pay on the salary schedule.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Employee Name: (please print) _____

Reviewed and agreed to by: _____ Date: _____

Employee Signature