



**JESSE BACON, SUPERINTENDENT**

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

**TO:** Dr. Jesse Bacon, Superintendent   
Dr. Adrienne Usher, Assistant Superintendent

**FROM:** Althea Hurt, HR Director 

**DATE:** July 29, 2024

**RE:** Item for the August Board Meeting - Updated SDGT (Permanent Sub) Job Description

Due to the requirements of House Bill 387, which states that an Emergency Certified Substitute cannot be employed in a full-time position, the approval of the updated SDGT (School Designated Guest Teacher/Permanent Substitute) job description is requested. The qualifications are now a minimum of a bachelor's degree.

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**

## BULLITT COUNTY PUBLIC SCHOOLS



### **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 a Bachelor's Degree

**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.

## BULLITT COUNTY PUBLIC SCHOOLS

-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 1/2 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: \_\_\_\_\_