

<b><u>JOB TITLE:</u></b>	<b><u>REPORTS TO:</u></b>	<b><u>WORK YEAR/DAY:</u></b>	<b><u>SALARY GRADE:</u></b>
Substitute Teacher	Principal	As needed	Substitute Teacher Salary Schedule

#### **SCOPE OF RESPONSIBILITIES**

A Substitute Teacher's main responsibility is to ensure the smooth continuation of the learning process in the absence of the regular classroom teacher. This involves maintaining an effective learning environment, implementing the existing lesson plans, and supervising students throughout the school day.

#### **REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS**

1. Follow lesson plans and instructional strategies provided by the absent teacher to ensure curriculum continuity and engage students in learning.
2. Maintain discipline and control of the classroom, encouraging participation and minimizing disruptions to ensure a positive and safe learning environment.
3. Provide clear instructions, help students understand the lesson, and offer support to individual students based on their learning needs.
4. Oversee student behavior in the classroom and during other periods like lunch and recess, ensuring their safety and adherence to school policies.
5. Take attendance, collect and correct assignments as needed, and report student progress and any critical incidents to the returning teacher or school administration.
6. Adhere to all school policies, rules, and procedures, including safety protocols and confidentiality regulations.
7. Implements IEP and 504 plan accommodations.
8. Maintain effective communication with students, school staff, and parents as needed, ensuring smooth coordination and addressing any concerns that arise.

#### **MINIMUM QUALIFICATIONS**

1. 21 years of age
2. High school diploma or equivalent
3. Minimum of 64 semester hours from an accredited college or university is preferred
4. A valid Kentucky Teaching Certificate or Substitute Teaching Certificate, or Emergency Substitute Teaching Certificate.
5. Completion of online and in-person training
6. Successful completion of a criminal history background check is a mandatory requirement