

Job Title:	Substitute Teacher	Wage/Hour Status:	Substitute Pay
Reports to:	Principal	Pay Grade:	N/A
Dept/School:	Assigned Campus	Days:	As assigned
Date Revised:	June, 2011	Job Code:	XTEA

Primary Purpose:

Provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Education / Certification:

1. Bachelor's Degree is required (transcripts and resume must be provided)
2. Texas Teaching Certificate is preferred.

Special Knowledge / Skills:

1. Knowledge of core academic subject assigned.
2. General Knowledge of curriculum and instruction.
3. Ability to instruct students and manage their behavior.
4. Strong organizational, communication, and interpersonal skills.

Experience / Other Requirements:

1. Fingerprinting is required.
2. Two references with email addresses.
3. Attend substitute teacher orientation.

Major Responsibilities and Duties:

1. Prepare lessons that reflect accommodations for differences in student learning styles.
2. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
3. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
4. Conduct assessment of student learning styles and use results to plan instructional activities.

5. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
6. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
7. Plan and supervise assignments of teacher aide(s) and volunteer(s).
8. Use technology to strengthen the teaching/learning process.
9. Help students analyze and improve study methods and habits.
10. Conduct ongoing assessment of student achievement through formal and informal testing.
11. Be a positive role model for students.
12. Support the mission of the school district.
13. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
14. Manage student behavior in accordance with Student Code of Conduct and student handbook.
15. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
16. Assist in the selection of books, equipment, and other instructional materials.
17. Maintain a professional relationship with colleagues, students, parents, and community members.
18. Use effective communication skills to present information accurately and clearly.
19. Participate in staff development activities to improve job-related skills.
20. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.

Supervisory Responsibilities:

Supervise assigned teacher aide(s).

Equipment Used:

Personal computer and standard office equipment.

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintain emotional control under stress.
2. Frequent standing, stooping, bending, pulling, and pushing.

3. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name (please print) _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____