

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Substitute Position Description

LOCATION: Various Schools

JOB CATEGORY: Part - Time

PAY GRADE: Miscellaneous Scale

FSLA: Non - Exempt

IMMEDIATE SUPERVISOR: Building Administrator(s) or Designee

GENERAL DEFINITION AND CONDITIONS OF WORK

Substitutes serve on an as-needed basis to provide instructional, supervisory, and operational support during the absence of regular employees. Assignments may include serving as a classroom teacher, instructional aide, clerical substitute, or other school-based roles as determined by building administration. Substitutes are responsible for carrying out assigned duties in alignment with division goals, school expectations, and established policies and procedures under the direction of the building administrator or designee. Key responsibilities include implementing lesson plans or assigned work, supervising students, maintaining a safe, respectful, and productive learning environment, and ensuring continuity of instruction during staff absences. Substitute employment is temporary and dependent upon division needs and individual availability.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The following duties represent the minimum performance expectations and are not intended to be all-inclusive:

- Implement lesson plans and instructional activities as provided by the regular classroom teacher
- Maintain appropriate classroom management and foster a safe, positive learning environment
- Supervise students to ensure their health, welfare, and safety
- Maintain confidentiality of student, personnel, and school information
- Follow all school and division policies, procedures, and expectations
- Report student injuries, accidents, illnesses, and discipline concerns promptly to administration
- Organize students to promote effective instruction and engagement
- Utilize school-based technology and instructional tools appropriately
- Maintain professional boundaries and serve as a positive role model
- Model equity, inclusion, and non-discriminatory practices in all interactions
- Return instructional materials, equipment, and keys in accordance with school procedures
- Perform other duties as assigned by building administrator(s)

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to make sound decisions that support student safety and instructional continuity
- Strong interpersonal and communication skills
- Ability to manage student behavior effectively
- Knowledge of basic instructional practices and child development principles
- Ability to follow written and oral instructions
- Ability to remain calm and respond appropriately in emergency situations
- Ability to establish and maintain positive working relationships with students and staff
- Adaptability and problem-solving skills in varied school environments

MINIMUM QUALIFICATIONS:

Applicants must:

- Hold a high school diploma or GED
- Be at least 18 years old

Applicants must also demonstrate the ability to:

- Follow written and oral directions
- Maintain effective classroom management
- Establish positive working relationships with students and staff
- Respond calmly and effectively in emergency situations
- Preferred previous experience working in a classroom, school, or youth-related setting.

SPECIAL REQUIREMENTS

- Attendance at a required substitute orientation and/or training session prior to accepting assignments.
- Successful completion of a criminal background check and fingerprinting in accordance with division procedures.
- Compliance with all conditions outlined in § 22.1-296.1 of the Code of Virginia.
- Demonstration of good moral character and the ability to serve as a positive and professional role model for students both within and outside of the school environment.
- Substitutes must accept and work assignments equivalent to at least two full school days per school month to remain active. If this requirement cannot be met due to extenuating circumstances, advance notice must be provided to the Human Resources Department.

PHYSICAL DEMANDS/REQUIREMENTS

Work is performed in a school environment including classrooms, gymnasiums, cafeterias, auditoriums, and outdoor areas. Duties may include:

- Frequent walking, standing, bending, and stooping
- Lifting up to 30 pounds regularly and up to 40 pounds occasionally
- Supervising students indoors and outdoors
- Assisting with student mobility, including use of wheelchairs or other assistive devices
- Providing instruction and supervision to students with special needs
- Regular interaction with students, staff, and administrators

EVALUATION

Performance will be evaluated by the building administrator or designee based on reliability, professionalism, effectiveness in assigned duties, and contribution to a safe and supportive school environment.