

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

**SUBSTITUTE TEACHER
and/or
PRE-K PARAPROFESSIONAL SUBSTITUTE**

QUALIFICATIONS

- (1) Must obtain a valid substitute teacher training certificate.
- (2) Must be 21 years of age.

KNOWLEDGE, SKILLS AND ABILITIES:

REPORTS TO:

Principal
Teacher

JOB GOAL

In the absence of the classroom teacher, the substitute teacher provides instruction, encourages student progress, and manages the learning environment.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Pay Grade: Miscellaneous Salary Schedule

Substitute Teacher (continued)

PERFORMANCE RESPONSIBILITIES:

- * (1) Follows professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues.
 - Interacts in a professional manner with students and parents.
 - Maintains student confidentiality.
 - Works cooperatively with all school personnel and parents.
- * (2) Complies with school and school board rules.
 - Conducts assigned classes at the times scheduled.
 - Enforces regulations concerning student conduct and discipline.
 - Is punctual.
 - Dresses in a manner consistent with school policies.
 - Maintains accurate, complete, and appropriate records and files.
- * (3) Demonstrates professional practices in teaching.
 - Models correct use of oral and written language.
 - Follows teacher lesson plans as required by school policy.
 - Assigns reasonable tasks and homework to students.
- * (4) Acts in a professional manner.
 - Takes precautions to protect records, equipment, materials, and facilities.
 - Assumes responsibility for supervising students in out-of-class settings.
- * (5) Performs all other tasks and duties as assigned.

TEACHING TASKS

- * (1) Encourages Student Progress
 - Promotes student engagement.
 - Monitors student progress.
 - Responds to student performance.
 - Supports students.
- * (2) Manages the Learning Environment
 - Uses time wisely.
 1. Handles non-instructional tasks efficiently
 2. Uses instructional time appropriately.
 - Maintains effective physical setting for instruction.
 - Maintains appropriate student behavior in the classroom
 1. Monitors behavior
 2. Intervenes when necessary.
- (3) Perform other duties as assigned.

*Essential Performance Responsibilities