Hickman County Schools

Job Title: Substitute Teacher

Contract Period: n/a

Reports to: Building Level Administrator

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Essential Functions:

* Reports to the building Principal/Administrative Assistant upon arrival at the school building.
* Reviews with the Principal, department head, or Instructional Assistant all plans and schedules to be followed during the teaching day.
* Follows the established routine and schedules of the classroom.
* Follows the lesson plans and procedures provided by regular Teacher.
* Consults with the building Principal before initiating any teaching or other procedures not specified in the Teacher’s Plan Book.
* Assumes responsibility for overseeing student behavior.
* Provides reports as required by the Teacher and/or school Principal.
* Follows all policies, rules, and procedures of the school system.
* Maintains confidentiality of student information.