

Cape Girardeau Public School District No. 63
Job Description

Job Title: Substitute Teacher

Terms of Employment: 183 days – as needed for assignments

FLSA Status: Exempt

Reports To: Building Principal

Brief Description of Position:

Through job assignments, serves as the instructional lead for students in the absence of the regular teacher.

Required Qualifications:

- 60 hours college credits
- Complete substitute teacher's orientation.
- Excellent professional references.
- Substitute teaching certificate from the state of Missouri
- Clean criminal and child abuse and neglect record checks.
- College transcript to support preparation for teaching as a substitute.
- Must be able to work a minimum of 10 days per semester. Substitutes who do not sub a minimum of 10 days will be in-activated.
- Respect for children and a desire to assist students with their educational needs.
- Patience and training to deal with discipline incidents.

Essential Duties and Responsibilities:

- Relates to students of all ages through effective communication.
- Attempts to follow the directions of the absent teacher and bridge the gap between the teacher's lesson plans and where the class is progressing.
- Reports to the building principal or school secretary upon arrival at the school to receive assignments and special instructions.
- Reviews with the principal, department head or team leader all plans and schedules to be followed during the teacher day.
- Reviews special needs of students and emergency procedures.
- Maintains as fully as possible the established routines and procedures of the school and classroom to which he is assigned.
- Teaches students using the lesson plans as outlined and described by the absent teacher.
- Consults with building personnel before initiating any teaching or other procedures not specified in the teacher's lesson plans.
- Assumes responsibility for overseeing the students' behavior in class and during the lunch and recess periods.
- At the conclusion of the day, reports in writing, on the form provided by the school secretary, the day's activities. This summary should be sufficiently detailed to facilitate the transition from the substitute to the returning teacher.
- Follows all policies, rules and procedures to which regular teachers are subject and which good teaching practices dictate.
- Returns the classroom to an orderly condition at the conclusion of the day placing papers collected in folder.

QUALIFICATIONS AND EXPECTATION FOR LONG-TERM SUBSTITUTES

Substituting 20 or more consecutive days in the same classroom as the lead teacher is considered a long term assignment.

- You must have an appropriate teaching certification (same field/ level) of the long term assignment.
- You may be expected to participate in parent/teacher conferences and attend staff development meetings (depending on the length of your assignment).
- Your placement must be approved by the building principal and HR prior to the start of the assignment.
- You are expected to meet with the building principal for exact duties and expectations of the long term assignment.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 2013