

TITLE: Substitute Teacher

QUALIFICATIONS: A valid teaching certificate, or a substitute teacher's certificate; personal and professional qualities necessary for teaching and influencing students.

REPORTS TO: Principal or designee

JOB GOAL: To replace the regular classroom teacher in his or her absence. To provide, as closely as possible, the same successful instructional and learning environment that would exist if the regular classroom teacher were in attendance.

PERFORMANCE RESPONSIBILITIES:

1. Follows the policies and regulations set forth by the Waynesville R-VI School Board.
2. Strives to maintain and improve professional competence as a substitute teacher and will attend one (1) district in-service prior to substituting.
3. Conducts oneself in a business-like and task-oriented manner.
4. Takes necessary precautions to protect the safety of the students, equipment, materials, and facilities.
5. Acquaints himself/herself with district and individual building policies affecting substitute teaching.
6. Reports to the principal or designee upon arrival 30 minutes prior to the official school opening or as requested by the principal or designee.
7. Confers with principal or designee if there is a question about lesson plans, schedules, additional responsibilities and expectations of the substitute.
8. Follows the lesson plans left by the regular teacher as closely as possible.
9. Follows the procedures, rules, and routines of the regular classroom teacher as described in the substitute instructions left by the regular teacher.
10. Maintains a detailed, accurate, and legible report of the material covered and information regarding student behavior during the regular teacher's absence.
11. Creates a classroom environment conducive to learning and appropriate to the level being taught. Maintains maximum supervision of assigned students at all times.
12. Remains in the building 15 minutes after students are dismissed.
13. Maintains confidentiality of all information concerning students, staff, or parent/guardian in any public setting and chooses the appropriate time, place, and supervisor to discuss school/substitute related issues.
14. Performs other duties as assigned by the principal or designee.

Approved by Substitute: _____

Date: _____

Approved by Asst. Superintendent
for Human Resources or designee: _____

Date: _____