
Job Description – Substitute Teacher

Primary Function: Under the direction of the Principal and school secretary, enables each child to pursue his education as smoothly and completely as possible in the absence of his regular teacher.

Responsibilities/Duties:

- Reports to the building principal or school secretary upon arrival at the school building
- Reviews with the principal/designee, department head or team leader all plans and schedules to be followed during the teaching day
- Maintains as fully as possible the established routines and procedures of the school classroom to which he is assigned, including covering the teacher's assigned additional duties
- Teaches the lesson
- Consults as appropriate, with the building principal, department head or team leader before initiating any teaching or other procedures not specified in the teacher's lesson plans
- Assumes responsibility for overseeing pupil behavior in class
- Reports in writing, on the form provided by the school secretary, on the day's activities at the conclusion of each teaching day
- Follows all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates

Other

- Demonstrates helpful, caring attitude toward students and staff
- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

Ability to:

- Instruct
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: Minimum of 60 college course hours, as documented by official transcripts. Successful completion of LTISD substitute orientation training.

Working Conditions:

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Physical Demands/Environmental Factors: Frequent walking, standing, bending/stooping, reaching, pushing/pulling, and twisting; repetitive hand motions including frequent keyboarding and use of mouse and technology hardware; frequent reaching.

Salary Range: See Substitute Compensation Plan.

Revised: 9/23/21

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date