

## **Substitute Teacher**

*Certified Position – 2099*

<u>Salary</u> Per Salary Schedule	<u>Days</u> Varies	<u>Reports to:</u> Principal
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### SCOPE OF RESPONSIBILITIES

Performs regular teacher's lesson plans while the teacher is absent

### PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Reports to the school office upon arrival at school
2. Communicates, collaborates, and cooperates with colleagues, supervisors, and students
3. Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned
4. Assumes the responsibility for instructing classes when a teacher is absent
5. Assumes other responsibilities for that teacher during the time the teacher is absent
6. Assumes responsibility for overseeing student behavior in class and during lunch and other activities
7. Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent
8. Provides for individualized and small group assistance for students as indicated by lesson plans
9. Follows all district and individual school policies, rules and procedures to which regular teachers are subject and which good teaching dictates
10. Utilize Positive Behavior Interventions and Supports (PBIS) as outlined at the school/district
11. Maintains regular and predictable attendance
12. Adheres to the professional code of ethics
13. Successfully utilizes technology as appropriate in job function
14. Performs any other such duties as assigned

### ABILITY TO:

- Prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence required by the job
- Understand and conform to all rules of punctuation, grammar, diction and style
- Speak to individuals or groups of people with poise, voice control and confidence
- Respond adequately to inquiries or complaints
- Write using standard convention in all languages required by the job
- Apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- Communicate effectively and efficiently
- Deal with people beyond giving and receiving instructions
- Perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- Be sensitive to cultural differences among individuals and groups of persons

### MINIMUM QUALIFICATIONS

1. Kentucky certificate, license, or other legal credential required
2. Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

