Red Oak Independent School District

Substitute Teacher

Job Title: Substitute Teacher

Reports to: Principal

Dept: Assigned Campus

Wage/Hour Status: Non-Exempt

Pay Grade: Determined by Level of Education

Date Revised: 12/5/2019

Primary Purpose:

Effective substitute teachers take responsibility to ensure that the educational process is not interrupted when the regular teacher/paraprofessional is absent. They provide students with appropriate learning activities and experiences in the subject area as described in the lesson plans prepared by the classroom teacher.

Qualifications:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:
Ability to work well with children of all ages
Ability to instruct students and manage their behaviors as described in the Substitute Teacher Handbook
Ability to communicate effectively
Substitute teachers must be at least 21 years of age to be eligible for **high school** assignments.

Experience:
Some experience working with children

Major Responsibilities and Duties:

- Assist in guiding the learning process toward the achievement of educational goals established for each student.
- Provide instruction individually or to small groups of students.
- Assist students in interpreting directions.
- Assist in maintaining a neat, orderly classroom and in maintaining proper discipline at all times. Review and summarize lesson plans for students.
- Supervise students' individual study through such activities as repeating instructions, answering questions, operating of audio-visual equipment, and checking answers.

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- Tutor individual students and assist in improving student skills.
- Take all necessary and reasonable precautions to protect students, materials, and facilities.
- Demonstrate behavior that is professional, ethical, and responsible.
- Be prompt in attendance to assigned duties.
- Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.
- Demonstrate the district's established quality customer service standards**.**

Customer Care Skills:

- Provide professional communication with students, parents, community members, staff, and other professionals at all times.
- Use proper phone etiquette at all times, speaking slowly and clearly. Take reliable messages, and route to the appropriate staff.
- Ensure superior customer care skills are used via eye contact, facial expressions, voice inflections, body language, and an attitude of "going the extra mile" for others.
- Ensure all requests for information are dealt with in an appropriate timeframe.
- Create and maintain a welcoming, service-oriented environment toward all internal and external customers.

Equipment Used:

Copier, personal computer, and audiovisual equipment.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

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

Red Oak Independent School District

Substitute Teacher

Substitute Daily Pay Rates:

	Full Day	Half Day
High School Diploma/GED/Associate's Degree	$65	$32.50
Bachelor's/Master's Degree	$75	$37.50
Certified Teachers	$85	$42.50

*Substitute teachers who work for secondary campuses (6th Grade Center, ROMS, and ROHS) will receive an additional $10 per full day.

The foregoing statements describe the general purpose 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.

Reviewed by _____ Date _____

Received by _____ Date _____

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