West Independent School District
With Children as our First Priority

Job Title: Substitute Teacher **Exemption Status/Test:** Non Exempt

Reports to: Campus Principal

Dept./School: Assigned Campus

Primary Purpose:

Responsible for managing an assigned classroom, carrying out the appropriate learning activities as assigned, and following the lesson plan developed by the classroom teacher of record in order to ensure student learning activities and experiences are not interrupted during the classroom teacher's absence.

Qualifications:

Education/Certification:
High School diploma or GED
Substitute teacher certification preferred
Criminal history background check required
Citizenship, residency, or work VISA in United States required

Special Knowledge/Skills:
General knowledge of curriculum and instruction
Knowledge of various routine tasks, duties, and procedures
Able to follow specific oral and written instructions
Knowledge of organizational, communication, and interpersonal skills required to achieve the goals of the position
Ability to instruct and manage student behavior

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment
Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
Motion: Frequent walking
Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment
Environment: Work inside, may work outside; regular exposure to noise
Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: Amanda Adams, Assistant Superintendent Date: 03/17/22

Received by: Cari Detlefsen, Human Resources Date: 03/17/22