Belton Independent School District
Job Description

Job Title:	Substitute Teacher	**FLSA Status:**	Exempt, as assigned
Reports to:	Principal/Administrator Various Schools Within District	**Pay Grade:**	Sub Pay Grade
Dept./School:	Campus Assigned	**Date Revised:**	10/22/2025

****Belton ISD requires three references from former employers, college professors, supervisors, etc. with at least a minimum of two references being from previous supervisors. Belton ISD will not accept references from friends or family members. You will not move forward in the hiring process until your references have responded.****

Requirements:

Substitutes are required to work a minimum of 10 days per semester.

Primary Purpose:

Provide quality instruction that enables each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher. Substitute teachers should assume the responsibilities as the regular teacher for supervision of students in the classroom, building, on the playground or on a field trip at assigned campus. He/she manages student learning in accordance with the goals and directives of the school district.

Qualifications:

Education/Certification:
Certified Sub - Degree and Valid Teaching Certificate, or
Degreed/Non-Certified Sub – Bachelor's Degree or higher, or
Non-Degreed Sub - Must have High School Diploma or GED or Associate's Degree
Applicants must be at least 22 years of age

Special Knowledge/Skills:
Ability to follow oral and written directions
Ability to establish effective working relationships with staff and students
Strong organizational, communication, and interpersonal skills
Ability to read and complete basic math computations
Ability to work with children
Ability to solve practical problems and deal with a variety of concrete variables
Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Experience:
Experience with children, verified through references provided

Major Responsibilities and Duties:

1. Report to the campus office upon arrival at the school building.
2. Maintain and respect confidentiality of student and school personnel information.
3. Maintain discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with school and district policies.
4. Perform typical duties in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas.

5. Dress in a clean, neat, professional manner and in a manner appropriate for assignment – outlined in the Belton ISD Substitute Training Handbook.
6. Responsible for the control of classes.
7. Perform extra duties such as cafeteria or hallway duty as assigned.
8. Check attendance following school procedures.
9. Check the room's fire drill procedures upon arrival.
10. Follow the lesson plans carefully.
11. Never leave the classroom unattended.
12. Leave a written summary of work for the teacher.
13. Report incidents of abnormal happenings to the principal.
14. Report any and all suspected cases of child abuse/neglect to the principal's office.
15. Return keys and any confidential information to the main office upon departure.
16. Check with the office at the end of the day to see if needed following day.
17. Leave the room orderly and neat.
18. Perform other related duties as assigned by building administrator(s) in accordance with school/district policies and practices.
19. Long-term substitutes, (20 days or longer in the same position and for the same employee), will assume all of the same responsibilities as the regular teacher/employee.

Supervisory Responsibilities:

None

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; work prolonged or irregular hours

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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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised October 2025
Prepared By: Belton ISD Human Resources Department