Belton Independent School District
Job Description

Job Title:	Substitute Campus Administrator	**FLSA Status:**	Exempt, as assigned
Reports to:	Principal/Administrator Various Schools Within District	**Pay Grade:**	Sub Campus Admin
Dept./School:	Campus Assigned	**Date Revised:**	07/11/2022

Primary Purpose:

To assist the principal in overall administration of the school

Qualifications:

Education/Certification:
Master's Degree in educational administration or curriculum and instruction
Texas principal or other appropriate Texas certificate
Texas teaching certificate

Special Knowledge/Skills:
Working knowledge of curriculum and instruction
Ability to evaluate instructional program and teaching effectiveness
Ability to manage personnel
Ability to coordinate campus functions
Ability to implement policies and procedures
Ability to interpret data
Strong organizational, communication, public relations, and interpersonal skills

Experience:
Three (3) years experience as a classroom teacher preferred
Demonstrated experience with instructional leadership roles

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 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.
6. Perform extra duties such as cafeteria or hallway duty as assigned.
7. Check the room's fire drill procedures upon arrival.
8. Never leave students unattended.
9. Leave a written summary of work for the principal.

10. Report incidents of abnormal happenings to the principal.

11. Report any and all suspected cases of child abuse/neglect to the principal's office.

12. Return keys and any confidential information to the main office upon departure.

13. Check with the office at the end of the day to see if needed following day.

14. Leave the work area orderly and neat.

15. Perform other related duties as assigned by building administrator(s) in accordance with school/district policies and practices.

16. Communicate and promote expectations for high-level performance from staff and students in a supportive manner; provide recognition of excellence and achievement.

17. Facilitate the effective and timely resolution of conflicts.

18. Establish and maintain a positive, caring environment which is conducive to learning and promotes positive staff morale.

19. Communicate effectively with students, staff, parents, and community members.

20. 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:

Supervise to ensure safe operation of campus stakeholders.

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 July 2022
Prepared By: Belton ISD Human Resources Department