International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Substitute

Exemption Status: Temporary

Reports to: Campus Principal

Date Revised: 04/2025

Dept./School: Assigned ILTexas Campus

Primary Purpose:

Effective substitute teachers take the responsibility to ensure that the educational process is not interrupted when the regular teacher/paraprofessional is absent. The substitute will provide students with appropriate learning activities and experiences in the subject area as described in the lesson plans prepared by the classroom teacher and ensure students are engaged in learning. The substitute will provide appropriate classroom management to support safety, security, and an environment conducive to learning. A substitute teacher is required to report directly to the administrative assistant of the specific campus where they are serving as a substitute teacher and adhere to all the expectations established by the Human Resources Substitute Department. The substitute is also required to fulfill all the extra duties assigned to the teacher for which they are temporarily replacing. Substitute teachers are required to work a minimum of four (4) days per month.

Qualifications:

Education/Certification:

- High School Diploma or GED required for all Substitute positions.
- Bachelor's degree in education or related field preferred.
- Retired teachers are encouraged to review TRS rules as they apply to employment after retirement. (www.trs.state.tx.us/)

Special Knowledge/Skills:

- Computer skills including email.
- Ability to communicate effectively.
- Ability to work well with a variety of campus administrators, teachers, staff, and students.
- Ability to instruct students and manage their behavior.
- Strong organizational, communication, and interpersonal skills
- Knowledge of general office equipment
- Ability to follow verbal and/or written instruction.

Experience:

Experience working with children.

If selected, you will be sent new hire paperwork/onboarding packet via email. The paperwork must be completed within 15 business days. Failure to return the new hire paperwork within 15 business days terminates the hiring process.

If selected, the following documentation will be required to upload in the New Hire packet:

- Complete the New Hire Packet that will be sent via email.

- Upload two (2) forms of identification. (See Form I9 instructions for ID options)
- Upload Unofficial College Transcript with degree awarded or High School Diploma or GED, Educational Certifications, and/or Medical License.
- Upload voided check or direct deposit statement from your bank for direct deposit.
- Upload a copy of your signed Social Security card.

Failure to provide these items within 15 business days terminates the hiring process.

If selected, you will be required to attend an in-person substitute teacher orientation and training prior to substitute teaching in our district. An invitation to attend this orientation and training will be sent via email. Orientation and training are by invitation only. Failure to attend terminates the hiring process.

If hired, you will be required to complete online training modules. Failure to complete training modules by the deadline provided at the time of assignment may result in termination.

Major Responsibilities and Duties:

- Reporting times to campus are 7:30 am to 4:30 pm
- ILTexas substitutes are compensated according to per diem rates.
- Teaching with understanding and respect for the individuality of each student.
- Records attendance and all other requested documentation.
- Adheres strictly to professional ethics.
- No facial piercings, Male no earrings on campus
- No unnatural hair colors (pink, green, red, etc.)
- No employee shall physically touch students in any manner (slap, punch, push, hug, kiss, fondle, etc.)
- Protects confidentiality of all ILTexas students.
- Manages the learning environment by handling non-instructional tasks efficiently, using instructional time appropriately, maintaining an effective physical setting for instruction, and maintaining appropriate student behavior in the classroom.
- Makes necessary referrals of students to other professional personnel according to district policy.
- Returns all instructional materials, equipment, and keys to the proper place at the conclusion of the teaching day.
- Reports all student injuries, accidents, illnesses, and discipline problems as well as all students concerns or allegations to the appropriate authority immediately, or as soon as is reasonably possible.
- Willingness and flexibility to change an assignment (be it grade level or subject) at a moment's notice when asked by a building administrator.
- Work in a positive and cooperative manner with para educators, support staff, and all others in the school setting.

Additional Duties:

- Ensure that the assignments are confirmed in Frontline (ASEOP) and Skyward.
- Direct any errors to the attention of the Substitute Department for review.
- Driveline, Hallway monitoring, and Cafeteria duties may be required.
- Any and all other duties as assigned by the campus principal.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; *[P.E. teachers: automated external defibrillator (AED)]*
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 textbooks 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

Supervisory Responsibilities:
None.

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 _____ Date _____

Received by _____ Date _____