TITLE: Substitute Teacher

QUALIFICATIONS:

- Minimum of High School Diploma or Equivalent
- Must complete and receive a passing score on training materials
- Must be 21 years of age or older

JOB GOAL: Tullahoma City Schools (TCS) welcomes applicants for future substitute teachers. Competitive applicants will be student focused, achievement centered, and technologically savvy.

ESSENTIAL FUNCTIONS or DUTIES:

- Instructs students and facilitates their learning in the absence of the regular teacher.
- Adheres to the curriculum and lesson plans assigned by the teacher.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains established routine of the school and classroom procedures in which assigned.
- Maintains reasonable rules of conduct, which encourages self-discipline and responsibility. Communicates effectively with parents when needed.
- Remains at school the entire school day, unless otherwise instructed to leave by the building principal.
- Meets and instructs assigned classes in the locations and times designated.
- Maintains a professional appearance as an example to students and interacts in a professional manner with both students and staff.
- Maintains confidentiality of student and school personnel information.
- Performs other duties as assigned by the building principal.

PHYSICAL DEMANDS:

This job may require lifting objects that exceed 20 pounds, with frequent lifting and/or carrying objects weighing up to 10 pounds.
Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Stooping and/or kneeling
- Reaching

- Talking
- Hearing
- Seeing

CAPACITY AND ABILITY REQUIREMENTS:
Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal*: Ability to understand the meanings of words and the ideas associated with them.
- *Numerical*: Ability to perform arithmetic operations quickly and accurately.
- *Manual dexterity*: Ability to move the hands and fingers easily.

REPORTS TO: Principal
FLSA: Non-Exempt

SALARY:

- Non-certified - $75.00 per day
- Certified - $90.00 per day
- Retired teacher - $115.00 per day (Retired from TCS or similar public school agency)

GENERAL REQUIREMENTS
The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.