Substitute Teacher/Instructional Aide

HR Services

Job Title: Substitute – Short-term Assignment
Exemption Status/Test: Exempt/Professional
Reports to: Principal
Date Revised: 10/2022
Dept./School: Assigned Campus

Primary Purpose:

Provide students with appropriate learning activities, instruction, and supervision by implementing the lesson plans as directed by the absent teacher, principal, or other responsible staff.

Qualifications:

Education/Certification:
High school diploma/GED, some college hours, or associate degree

Special Knowledge/Skills:
Knowledge of core academic subject assigned
Knowledge of curriculum and instruction
Ability to instruct students and manage their behavior
Strong organizational, communication, and interpersonal skills

Experience:
Experience managing groups of students and providing instruction, or related work experience

Major Responsibilities and Duties:

Instructional Strategies

1. Implement lesson plans and instructional activities provided by the absent teacher or designated staff.
2. Use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to the lesson plans.
3. Work cooperatively with teachers to modify curriculum for students as needed or noted in lesson plans.

Student Growth and Development

4. Be a positive role model for students; support mission of campus and school district.

Classroom Management and Organization

5. Submit attendance reports.
6. Implement a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

7. Manage student behavior in accordance with the lesson plans, Student Code of Conduct, and student handbook.

8. Supervise students at all times.

9. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

10. Maintain a clean and orderly classroom and follow the classroom and school procedures as directed by the school.

11. Leave notes or complete the approved substitute teacher report form at the end of the teaching day.

12. Report any accidents or incidents.

Communication

13. Communicate in a friendly and positive manner towards students, parents, staff, and administrators.

Professional Growth and Development

14. Participate in substitute training and activities to improve job-related skills.

15. Comply with all state, district, and school regulations and policies for teachers.

Other

16. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

none

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

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 _____