

SCHOOL DISTRICT OF ALACHUA COUNTY

SUBSTITUTE TEACHER

QUALIFICATIONS:

- 21 yrs. or older
- Must hold a BA, AA, or a minimum of 60 college credits
- Official College Transcript (**not a copy**) Required
- Two References
 - one reference must be from present or former supervisor
 - Reference(s) from family or friends will not be accepted

SUBSTITUTE TEACHER PAY:

Retired ACPS teacher \$85/day (12.14/hr.)

Bachelor's or higher degree \$76/day (10.85/hr.)

Associate's degree or 60 college credits \$62/day (8.85/hr.)

REPORTS TO:

Principal or designee

ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES include the following:
Other duties may be assigned.

- Meets and instructs assigned classes in the locations and at the times designated.
- Implements the instructional plans prepared by the teacher.
- Maintains a classroom climate that is conducive to learning.
- Maintains reasonable rules of conduct which encourage self-discipline and responsibility.
- Guides the learning process toward the achievement of the District curriculum and goals as determined in the instructional plans for the day.
- Acquaints self with and adheres to the policies and procedures as established by the School Board of Alachua County.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Serves as a positive role model for students, demonstrating professionalism that includes a positive attitude, positive and respectful communication, and professional appearance.

TERMS OF EMPLOYMENT

Substitute Teacher: As needed/called by the district.