

POSITION DESCRIPTION**POSITION TITLE: SUBSTITUTE TEACHER****POSITION RESPONSIBILITIES:**

1. Substitute teachers are expected to be in the school at least 15 minutes prior to the start of their teaching assignment.
2. Substitute teachers should report to the office to sign their pay record.
3. Check the classroom to ensure that the door is open and lesson plans are present. Substitute teachers should ensure that they are familiar with the fire evacuation routes.
4. Record attendance for all classes (or homeroom).
5. Release classes only after the dismissal bell; ensure that student exit and entry is done in an orderly fashion.
6. Substitute teachers should note if the lesson plan makes mention of supervision duty. Substitutes are responsible to cover such duty.
7. Substitutes teachers are responsible for students in their charge and are expected to challenge the student, maintain a warm climate, and institute fair, but firm discipline measures. Substitute teachers should make themselves familiar with the School Policy (a copy of which is placed in every staff room).
8. Substitute teachers are responsible for the materials in their classroom. Students shall not be allowed to write or draw upon desks or other school property, including textbooks. The classroom should be left clean, chairs up on tables, lights off, and door locked.
9. If a student becomes ill, send him/her to the office, the Administration will then ensure proper care.
10. If a discipline matter arises that cannot be handled within class, send that student to the office with a note describing the behavior. The administration will then deal with the situation. Check with the Administration at the end of the class/day to review the situation.

11. At all times, Substitute Teachers are expected to conduct themselves professionally and, as staff members, Substitutes are to ensure that any improper use of language or any negative activities are immediately curtailed.
12. No Substitute Teacher is to leave his/her students unattended except in cases of accidents.
13. In the event of a student accident, assistance must be immediately provided. After such an incident, an accident report (available from the Administration) must be completed and will be forwarded to the Superintendent's Office.
14. The job as substitute is not easy and your assistance is most appreciated. We expected that you would participate fully during your time with each school and offer suggestions that might assist in improved performance of your duties.