

Substitute Teacher

## **Pemiscot County Special School District**

**Job Title:** Substitute Teacher  
**Department:** Instruction  
**Reports To:** Principal or designee  
**Classification:** Exempt (*This is either exempt or non-exempt and is determined in accordance with the Fair Labor Standards Act. Remember, what the person does, not their title determines exempt status.*)

### **Job Summary:**

To replace the regular classroom teacher in his or her absence. To provide, as closely as possible, the same successful instructional and learning environment that would exist if the regular classroom teacher were in attendance.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**QUALIFICATIONS:** A valid Missouri teaching certificate, or substitute teacher's certificate; personal and professional qualities necessary for teaching and influencing students.

### **PERFORMANCE RESPONSIBILITIES:**

1. Follows the policies and regulations set forth by the Pemiscot County Special School District Board.
2. Strives to maintain and improve professional competence as a substitute teacher and will attend district in-services as assigned and required as substitute.
3. Conducts oneself in a business-like and task-oriented manner.
4. Takes necessary precautions to protect the safety of the students, equipment, materials, and facilities.
5. Acquaints himself/herself with district and individual building policies affecting substitute teaching.
6. Reports to the principal or designee upon arrival designated minutes prior to the official school opening or as requested by the principal or designee.
7. Confers with principal or designee if there is a question about lesson plans, schedules, additional responsibilities and expectations of the substitute.
8. Follows the lesson plans left by the regular class or room teacher as closely as possible.
9. Follows the procedures, rules, and routines of the regular classroom teacher as described in the substitute instructions and or lesson plans left by the regular teacher.

## Substitute Teacher

10. Maintains a detailed, accurate, and legible report of the material covered and information regarding student behavior during the regular teacher's absence.
11. Creates a classroom environment conducive to learning and appropriate to the level being taught. Maintains maximum supervision of assigned students at all times.
12. Remains in the building after students are dismissed as instructed by the principal or designee.
13. Maintains confidentiality of all information concerning students, staff, or parent/guardian in any public setting and chooses the appropriate time, place, and supervisor to discuss school/substitute related issues.
14. Performs other duties as assigned by the principal or designee.

### **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 -50+ pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

### **Conditions and Environment:**

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors.

*The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*