AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**SUBSTITUTE TEACHER AND SUBSTITUTE CLASSIFIED**			FLSA STATUS:	**EXEMPT AND NON-EXEMPT**
PAY GRADE:	**SUBSTITUTE**	DUTY DAYS:		DATE REVISED:	**07/06/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

ADDITIONAL INFORMATION:

- We appreciate your interest in becoming a Substitute Teacher for AISD.
- AISD hires based upon current district needs and not all applicants qualify.
- Only complete applications will be considered. Incomplete applications will not be reviewed and are the responsibility of the applicant.
- Qualified applicants will be contacted via email.
- Applications will continue to be reviewed throughout the school year.
- Applicants hired are required to work as many substitute jobs as possible.
- Active substitutes who resign for any reason must reapply as a new applicant.

MINIMUM QUALIFICATIONS:

This application is for both a substitute teacher and classified substitute (teacher assistant and clerical). The criteria for each area is listed below:

Substitute Teacher: (Exempt)

A minimum of 1 college credit earned is required. The highest education level should be submitted to obtain the highest level of pay. Substitute Teacher applicants must submit proof of one of the following: An official accredited college transcript* (showing the degree conferred or college hours) or Valid Texas Teacher Certificate from the Texas Education Agency (TEA).

- *Transcripts from out of the country must be evaluated for US equivalency as required by the Texas Education Agency (TEA). The following link will provide a listing of approved credential evaluation services https://tea.texas.gov/educators/certification/out-state-certification/certification-based-credentials-another-country*

Substitute Classified (Teacher Assistant & Clerical): (Non-Exempt)

A minimum of a High School Diploma or GED. Substitute Classified/Clerical applicants must submit a certificate or transcript for a high school diploma or GED.

- *Transcripts from out of the country must be evaluated for US equivalency as required by the Texas Education Agency (TEA). The following link will provide a listing of approved credential evaluation services https://tea.texas.gov/educators/certification/out-state-certification/certification-based-credentials-another-country*

SKILL REQUIREMENTS:

- Must be able to read, write, and speak/communicate in English.
- Experience working with children/students is preferred.
- Knowledge of subject area assigned.
- Strong organizational, communication, and interpersonal skills.
- General knowledge of curriculum and instruction.
- Ability to instruct students and manage their behavior.
- Ability to follow oral and written directions.
- Ability to maintain effective classroom management strategies.

JOB PURPOSE AND RESPONSIBILITY:

Responsible for providing and implementing the daily lesson plans according to the district's requirements. Manage the classroom environment, provide activities, materials, and promote student learning in the absence of the regular classroom teacher. Maintain overall safety of students.

ESSENTIAL FUNCTIONS:

- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Substitutes may be asked to support the campus in other capacities based on need. Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by a substitute to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids.

Tools/Equipment Used: Personal computer; standard instructional equipment

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; occasional travel to campuses or for field trips; regular exposure to noise

Mental Demands: Maintain emotional control under stress during scheduled work hours

PERSONAL WORK RELATIONSHIPS:

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This position will receive instructions from the AISD Substitute Services Office and will report as directed to the appropriate campus. Incumbent will have regular contact with campus administrators, staff, and students.

SUBSTITUTE SALARY

Salaries for substitute assignments can be viewed on the Austin ISD Substitute Website. Rates and incentives are subject to change. https://www.austinisd.org/hc/careers/substitutes.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	