

**CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

Job Description: Substitute

JOB TITLE: Substitute	LOCATION: School
IMMEDIATE SUPERVISOR: Principal or their designee	DAILY SUBS WORK SCHEDULE: PAY GRADE: LONG-TERM SUBS WORK SCHEDULE: PAY GRADE: RETIRED TEACHERS WORK SCHEDULE: PAY GRADE: INSTRUCTIONAL ASSISTANTS WORK SCHEDULE: PAY GRADE:
SPECIAL REQUIREMENTS: None	FLSA STATUS: Non-Exempt
QUALIFICATIONS: 1) Has at least two (2) years of college. (<i>Anyone not meeting this requirement, but who has had recent successful experience in this school division, may petition for an exception.</i>); 2) Has a college degree and teacher certification (<i>shall be given first consideration</i>); 3) Possesses qualities of assertiveness, responsibility, flexibility, good humor, resourcefulness, and an attitude of caring about young people; 4) Possesses an ability to work effectively with students at all levels and to establish and maintain good rapport while working closely with teachers and administrators; 5) Is willing to substitute when needed without regard to weather conditions or other unusual conditions that may occur; and 6) Is able to successfully perform the duties of a substitute teacher as prescribed herein and as directed by the school principal.	

GENERAL RESPONSIBILITIES:

Job Goal: To enable each child to pursue their education as smoothly and completely as possible in the absence of their regular teacher

PERFORMANCE RESPONSIBILITIES:

1. Reports to the building designee upon arrival at the school building at least 15 minutes before the official school opening
2. Reviews with the building designee all plans and schedules to be followed during the teaching day
3. Maintains, as fully as possible, the established routines and procedure of the school and classrooms to which they are assigned
4. Teaches the lesson outlined and described in the plans/guide as prepared by the absent teacher
5. Consults with the building principal (department head or team leader) before initiating any teaching or other procedure not specified in the teacher's plans/guide
6. Assumes responsibility for overseeing pupil behavior in class, during lunch and recess periods, and during fire and other safety drills
7. Reports in writing on the day's activities at the conclusion of each day
8. Follows all policies, rules, and procedures to which regular teachers are subject and for which good teaching practice dictate