

# CLEVELAND INDEPENDENT SCHOOL DISTRICT

## *Job Description*

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

<b>TITLE:</b>	Substitute	<b>STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Assigned Supervisor	<b>TERMS:</b>	TBD Days
<b>DEPARTMENT:</b>	Assigned Campus	<b>PAY GRADE:</b>	N/A

### PRIMARY FUNCTION

In the absence of the classroom teacher, the substitute teacher provides instruction, encourages student progress, and manages the learning environment.

### QUALIFICATIONS

Education/Certification:

HS Diploma/GED (minimum required)

Bachelor's degree from accredited university (preferred)

Valid Texas teaching certificate with required endorsements for subject/level assigned (preferred)

### Special Knowledge/Skills:

Ability to evaluate instruction programs and teaching effectiveness

Ability to instruct and communicate (both verbally and in writing) effectively

Ability to successfully interact with students, professional employees, parents, and district patrons

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

### Experience:

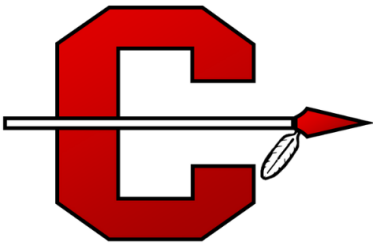
Two (2) years of experience working with children preferred

### EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

### ESSENTIAL JOB FUNCTIONS:

1. Follows professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues.
2. Works cooperatively with all school personnel and parents.
3. Conducts assigned classes at the times scheduled.
4. Enforces regulations concerning student conduct and discipline.
5. Dresses in a manner consistent with school policies.
6. Maintains accurate, complete, and appropriate records and files.
7. Models correct use of oral and written language.



# CLEVELAND INDEPENDENT SCHOOL DISTRICT

## *Job Description*

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

---

8. Follow teacher lesson plans as required by school policy.
9. Assigns reasonable tasks and homework to students.
10. Take precautions to protect records, equipment, materials, and facilities.
11. Assumes responsibility for supervising students in out-of-class settings.
12. Promotes student engagement.
13. Monitors student's progress.
14. Ensures the adequate supervision to assure health, welfare, and safety of all students.
15. Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible.
16. Implement lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate.
17. Completes a Substitute Teacher Report Form for the regular classroom teacher.
18. Performs other related duties as assigned by building administrator(s) in accordance with school/division policies and practices.
19. Observe all safety rules and keep work area clean and orderly at all times.
20. Maintain confidentiality of information.
21. Reliable attendance and punctuality.
22. Follow district safety protocols and emergency procedures.
23. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
24. Perform other duties as assigned by supervisor and the Superintendent of Schools.

### WORK ENVIRONMENT

#### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used** - Standard office equipment including personal computer and peripherals

**Posture** - Prolonged sitting; occasional bending/stooping, pushing/pulling and twisting

**Motion** - Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

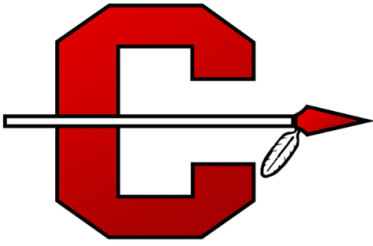
**Lifting** - Occasional light lifting and carrying (less than 25 pounds)

**Mental Demands** - Work with frequent interruptions; maintain emotional control under stress

**Environment** - Indoors including but not limited to: classroom, cafeteria, library, or other campus location. Outdoors (exposure to sun, heat, cold, and inclement weather). Exposure to noise. May work prolonged or irregular hours. A remote location in the event of a declared emergency, temporary closure, or closure. Personal Protective Equipment may be required.

---

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.



# **CLEVELAND**

## **INDEPENDENT SCHOOL DISTRICT**

### *Job Description*

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | [WWW.CLEVELANDISD.ORG](http://WWW.CLEVELANDISD.ORG) | 281.592.8717

---

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

---

Employee Signature

---

Date