



# GLOUCESTER COUNTY PUBLIC SCHOOLS OFFICE OF HUMAN RESOURCES

## POSITION DESCRIPTION

**POSITION TITLE:**

**Substitute Teacher/Paraprofessional 2025-2026 School Year**

FLSA: Non-Exempt, On-Call, As Needed

**GENERAL STATEMENT:**

The Substitute Teacher/Paraprofessional provides instruction, manages the classroom environment, and promotes student learning in the absence of the regular instructional staff member. The position works under the direction of the building principal via the Office of Human Resources and is monitored by classroom teachers and school principals.

**QUALIFICATIONS:**

1. High School Diploma or equivalent, required; Four-year degree preferred; current Virginia teaching license preferred
2. Certificate of successful completion of substitute training through independent study. (See Office of Human Resources website for information on substitute training options.)

-or-

Current or expired teaching license from any state;

-or-

Evidence of successful student teaching experience documented on college transcripts

3. Excellent communication and computer skills
4. Aptitude and competence necessary for assigned responsibilities
5. Ability to make independent decisions in accordance with established policies and procedures
6. Satisfactory completion of all onboarding requirements prior to first day of employment, including, but not limited to:
  - Documentation of eligibility for employment in the U.S.
  - Virginia State Police/FBI criminal history background check
  - Virginia Department of Social Services background check
  - Tuberculosis test/screening completed within the last 12 months

**ESSENTIAL DUTIES:**

1. Assumes the duties and responsibilities of the respective classroom teacher (or paraprofessional) as assigned by school administration.
2. Works with individual students or small groups of students to reinforce learning of material or skill initially introduced by the teacher
3. Develops lesson plans and supplementary materials when needed.
4. Assesses academic and social growth of students, maintaining records and preparing reports, to include (but not limited to) attendance reports, report cards, checklists, etc..
5. Guides independent practice and remedial work set up and assigned by the teacher or administrator(s).
6. Employs instructional methods and materials that are most appropriate for meeting lesson objectives.
7. Ensures the safety and supervision of students at all times, to include awareness of emergency procedures.
8. Creates a classroom environment that is conducive to learning and appropriate for the maturity and interests of the students.
9. Responds with flexibility to frequent interruptions and changes to normal routines.

POSITION DESCRIPTION CONTINUED ON NEXT PAGE...

ESSENTIAL DUTIES CONTINUED:

10. Maintains the established routines and procedures of the school and classroom to which he/she is assigned.
11. Administers testing in accordance with school procedures.
12. Teaches the lesson outlined and described in the lesson plans provided by the absent teacher.
13. Assumes responsibility for overseeing pupil behavior in class and during lunch periods/class transitions.
14. Follows all policies, rules, and procedures to which full-time teachers are subject and which good teaching practice dictates.
15. Writes about work completed at the end of each teaching day, and leaves it for the regular classroom teacher or paraprofessional.
16. Reports to the administrative/office staff at the conclusion of the teaching day, to verify the next day's teaching assignment(s).
17. Provides continuous supervision to assigned classroom(s).
18. Fills long-term classroom assignments when needed.
19. Participates in faculty committees and the sponsorship of student activities.
20. Acts in a courteous and respectful manner, using good judgment and appropriate communication skills at all times.
21. Maintains a high level of ethical behavior and confidentiality regarding students, parents, and other staff members.
22. Models non-discriminatory behavior in all activities.
23. Performs related work as required.

**PHYSICAL REQUIREMENTS:** Average amount of climbing, bending, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions required.

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Gloucester County Public Schools reserves the right to delete, add, or revise provisions of this position description. This includes the position title, minimum and preferred qualifications, working conditions, and essential duties. Gloucester County Public Schools does not discriminate on the basis of race, color, national origin, veteran status, sex, gender, creed, marital status, age, or disability in its educational programs, activities, or employment practices as required by the Title VI, Title VII, Title IX, Section 504 and ADA regulations.