



10910 Clarksville Pike • Ellicott City, Maryland 21042 • 410-313-6600 • www.hcpss.org

Substitute Teacher

DESCRIPTION

Under the supervision of the School Administration, the Substitute Teacher instructs students during the absence of a regular teacher. Substitute Teachers are expected to maintain a professional attitude toward their work and support the mission and goals of the school system.

ESSENTIAL JOB FUNCTIONS

- Follows the lesson plan(s) left by the teacher and ensure students complete all assigned tasks
- Maintains a safe environment
- Uses appropriate language at all times
- Uses materials provided by the teacher or other school personnel
- Avoids engaging in or encouraging discussions of inappropriate or non-school related topics
- Becomes familiar with emergency procedures
- Notifies school administration of any unusual incidents which have occurred during the school day
- Leaves information for the teacher concerning the day's activities
- Reports suspected child abuse/neglect per Howard County Public School System policy
- Other duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

- Ability to communicate effectively with students and staff
- Ability to continue the educational program in the absence of the regular teacher
- Ability to manage student behavior in a positive manner

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE

High school diploma or GED and completion of a minimum of 60 college credits. Bachelors degree preferred.

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