

**Iowa City Community School District**  
**Substitute Teacher**

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**QUALIFICATIONS:**

1. Valid Iowa Teaching Certificate, Substitute License or Substitute Authorization required.
2. Ability to be available to substitute on a regular basis with little, to no advanced notice.
3. Regular access to phone or internet.
4. Strong communication skills.
5. Such alternatives to the above qualifications as the District may find appropriate and acceptable.

**REPORTS TO:** Substitute Services Specialist and/or Building Principal

**JOB GOALS:** To motivate each student to acquire the knowledge, skills and principles of the day's lesson. To assist in achieving no loss in student instruction time in an effort to enhance student learning, promote the overall efficiency of the school system, and maximize the educational opportunities available to each child.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide coverage for classroom teachers in various grade levels, subjects and buildings throughout the district as needed.
2. Teach the content and skills in the daily lesson plans to pupils, utilizing appropriate learning activities and materials.
3. Encourage students to think independently and to express original ideas.
4. Establish and maintain standards of student behavior needed to provide an orderly, productive environment.
5. Communicate with classroom teacher regarding student progress.
6. Supervise students in out-of-classroom activities as directed by lesson plans and building supervisors.
7. Identify student needs and cooperate with other staff members in helping students solve learning, attitude and health problems.
8. Establish clear objectives for lessons and communicate those objectives to the students.
9. Attend staff meetings and in-service activities as required.
10. Maintain professional competence through professional growth activities.
11. Maintain accurate, complete records of student attendance and progress as appropriate.
12. Keeps appropriate records of the day's events for the classroom teachers review.
13. Assume additional responsibilities and duties as assigned by the principal.

**TERMS OF EMPLOYMENT:**

Non-contract position. Work on an as needed basis in various assignments / buildings throughout the district.

**EVALUATION:** Performance of this job will be evaluated periodically by the Substitute Services Specialist.

