TEACHER, LIMITED SERVICE

QUALIFICATIONS

B.S. Degree(s) required

REPORTS TO

Building Principal

JOB GOAL

To enable each child to pursue his education as smoothly and completely as possible in the absence of his regular teacher.

ESSENTIAL FUNCTIONS

Reports to the building principal (office manager) upon arrival at the school building.

Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching day.

Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned.

Teaches the lesson outlined and described, as prepared by the absent teacher.

Consults with the building principal (department head, team leader) before initiating any teaching or other procedures not specified by the absent teacher.

Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.

Reports in writing, on the form provided by the office manager, on the day’s activities at the conclusion of each teaching day.

Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.

Performs other related duties as requested or assigned.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

SALARY INFORMATION

Classification: Teacher, Limited Service
Scale: Limited Service
Grade: N/A
Days Employed: As needed basis
Range: $85.00 per day
Overtime: Exempt