

Job Description – Long-Term Substitute Teacher

Primary Function: Under the direction of the campus Principal, provides students with appropriate learning activities and experiences designed to help them fulfill their potential for their intellectual, emotional, physical and social growth. Enables students to develop competencies and skills to function successfully in society.

Responsibilities/Duties:

- Reports to the building principal or school secretary upon arrival at the school building
- Presents the subject matter according to guidelines established by Texas Education Agency, board policies and administrative regulations
- Maintains as fully as possible the established routines and procedures of the school classroom to which he is assigned, including covering the teacher's assigned additional duties
- Plans and uses appropriate instructional and learning strategies, activities, materials and equipment that reflect understanding of the learning styles and needs of students assigned
- Consults as appropriate, with the building principal, department head or team leader before initiating any teaching or other procedures not specified in the teacher's lesson plans
- Reports in writing, on the form provided by the school secretary, on the day's activities at the conclusion of each teaching day
- Manages student behavior in accordance with Student Code of Conduct and student handbook
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Follows all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates

Other

- Demonstrates helpful, caring attitude toward students and staff
- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

Ability to:

- Instruct
- Work independently with little direction
- Communicate effectively both orally and in writing

- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: Bachelor's degree from accredited university. Valid Texas teaching certificate with required endorsements for subject/level assigned. Demonstrated competency in the core academic subject area assigned.

Working Conditions:

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Physical Demands/Environmental Factors: Frequent walking, standing, bending/stooping, reaching, pushing/pulling, and twisting; repetitive hand motions including frequent keyboarding and use of mouse and technology hardware; frequent reaching.

Salary Range: See Provisional Compensation Plan.

Revised: 7-8-19

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date