

SUBSTITUTE

Rev. June 2023

Job No.: Substitute**Reports to:** Substitute Coordinator**Dept./Campus:** Human Resources**FLSA Status:** Non-Exempt**Pay Grade:** Substitute Scale**Term:** As Needed

PRIMARY PURPOSE:

To guide students' learning during the absence of teacher for a day or extended period of time. Oversee classroom management and student lesson plans.

MAJOR RESPONSIBILITIES AND DUTIES

- Follow lesson plans provided.
- Seek additional guidance from teachers and administrators if/when lesson plans are not available.
- Establish positive and professional relationships with students and proactively communicate classroom expectations.
- Maintain the district focus on student learning and KIDS FIRST.
- Exemplify the following district guiding documents; [Leander Way](#), [10 Ethical Principles](#) & the [Graduate Profile](#).
- Utilize good judgement in determining the best manner to manage students and classroom routines and procedures.
- Seek out additional input or guidance from teachers and administrators with any questions or concerns regarding students, instruction, classroom management and safety procedures.
- Engage and interact with students in a positive and supportive manner.
- Ensure that student learning continues throughout the day by maintaining focus on relevant subject matter and appropriate content.
- Manage student behavior in a professional and courteous manner-seeking support from administration when needed.
- Provide activities, materials, and equipment for each lesson as directed by the lesson plans.
- Modify curricula for students as directed by the lesson plans.
- Use technology as directed by the lesson plans.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Valid Texas Teaching Certificate (If applicable).
- Must be 19 years of age for all elementary assignments.
- Must be 21 years of age for all secondary assignments.

Knowledge/Skills/Abilities:

- Skill in communication; organization; problem-solving; critical thinking; and flexibility.
- Ability to follow instructional plans for students and manage student behavior; present information accurately and clearly; and instruct students and manage their behavior in a polite and professional manner.
- Ability to read, write, speak and understand the English language.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- May be exposed to outdoor weather conditions during portions of work day.
- Needs to move about inside the classroom or campus to monitor students as necessary.
- Maintain composure and professionalism at all times.
- Frequent standing, stooping, bending, pulling, and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Use standard office equipment, classroom technology, and other support tools and equipment.
- Occasional requires lifting up to 25 pounds.
- Work with frequent interruptions.
- Some assignments may have potential exposure to bodily fluids and communicable diseases.
- Some assignments may be required to lift 50-80 pounds unassisted.
- Some assignments may be required to lift 81-200 pounds assisted.
- Some assignments may require ability to physically lift and or manipulate student as needed or instructed.
- Some assignments may require assisting students in adaptive equipment and or wheelchairs.