

## JOB DESCRIPTION: SUBSTITUTE TEACHER

*The requirements listed below under the job title are representative of the knowledge, skills, and/or abilities required to perform the duties of this position.*

### 1) JOB TITLE: SUBSTITUTE TEACHER.

Other job titles that a Substitute Teacher may be known by include (but are not limited to): Substitute Educator, Guest Teacher, Guest Educator, and Relief Teacher, etc.

### 2) QUALIFICATIONS:

- a) Meets state requirements for education qualifications.
- b) Ability to assist implementing an instructional support program with students of varying ages and sizes.
- c) Effective organizational, communication and interpersonal communication skills.
- d) Must be able to follow oral and written directions and have the ability to establish effective working relationships with District/School staff and students.
- e) Maintain student and school personnel confidentiality.
- f) Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the classroom.
- g) Manifests a positive role in school/community relations.
- h) Additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Educational Staffing (KES).

### 3) REPORTS TO AND SUPERVISED BY:

District/School Principal and/or Building Administrator.

### 4) JOB GOAL:

Provide instruction for scheduled lessons, manage the classroom environment and promote student learning in the absence of the regular District/School classroom teacher.

### 5) RESPONSIBILITIES:

Substitute Teachers work at all times under direction and supervision of School District employees, and shall exercise the following responsibilities:

- a) Report to school office at beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials.
- b) Dress in a safe and appropriate manner as described in the KES Standards of Professional Conduct.
- c) Follow sign in/sign out procedures as prescribed by the District/School principal.
- d) Assume duties of the regular District/School classroom teacher promptly and in accordance with school rules.
- e) May supervise students in out-of-class settings (e.g., assemblies, lunchroom) as directed and supervised by District/School principal.
- f) Implement existing lesson plans in a manner that ensures the integrity of academic time, and motivates students to learn and participate.
- g) Instruct students regarding a variety of classroom topics/courses of instruction, as determined by the School/District lesson plan.
- h) Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students. Address the various learning styles of students accordingly.
- i) Assign reasonable tasks and homework to students in accordance with the School/District lesson plans.
- j) If serious or disruptive student behavior problems occur, seeks assistance from a neighboring District/School teacher or a building administrator.
- k) Take all necessary and reasonable precautions to protect equipment, materials, and facilities.
- l) Maintain and/or assist in maintaining classroom control that fosters a safe, positive environment for all students and staff in accordance with Kelly Services, District/School, state, and all applicable laws and regulations.
- m) Ensure adequate supervision of students and classroom environment to assure health, welfare, and safety of students.
- n) Allows all students to see the on-site nurse or visit the school clinic if and when they request to do so. The KES Substitute Educator should never make judgment calls as to the authenticity of a student's request in this regard unless otherwise directed by School District personnel.
- o) Allows all students to use the restroom if and when they request to do so. The KES Substitute Educator should never make judgment calls as to the authenticity of a student's request in this regard unless otherwise directed by School District personnel.
- p) Ensures that the students are never left unattended in the classroom.

- q) Report student injury, accidents, illness, and discipline problems to Kelly supervisor and District/School personnel immediately.
- r) Report all personal injury or school property and/or theft to Kelly supervisor and District/School personnel immediately.
- s) For long-term assignments, it may be required to develop lesson plans; devise, administer, and grade tests and assignments; participate in parent-teacher conferences; and attend school-related functions. (These activities may occur outside of normal school hours.)

## 6) UNACCEPTABLE DUTIES/RESPONSIBILITIES.

- a) KES Substitute Teachers employees shall not:
  - (1) Use corporal punishment.
  - (2) Engage in any type of touching or physical contact with students.
  - (3) Grant permission for a student to leave school before the regular dismissal time.
  - (4) Detain a student after dismissal time.
  - (5) Communicate information about a student or staff member with anyone but the District/School principal or department head.
  - (6) Leave money or valuables in the classroom.
  - (7) Leave students unsupervised at any time during the day.
  - (8) Perform Bus driving, Driving education, and/or Crossing guard duties.
  - (9) Teach a class that requires the use of laboratory, woodworking, metal shop, or any other dangerous equipment.
- b) For the physical safety of the students and the KES Substitute Teacher and to avoid KES being held liable for injuries, the KES Substitute Teacher shall not perform that will require or permit the following duties:
  - (1) Administer medication.
  - (2) Diagnose an injury or illness that is actual, perceived, suspected, or claimed.
  - (3) Physically move, touch, or be in any type of physical contact with a student.
  - (4) Have sole supervision of a playground.
  - (5) Have sole supervision for releasing a student(s) onto a school bus or other vehicle.
  - (6) Transport students in a motor vehicle.
  - (7) Be alone with a student in a private setting.<sup>1</sup>
- c) The KES Substitute Teacher shall not be placed on special education assignments that require the following:
  - (1) Administering feeding or breathing tubes.
  - (2) Diapering, toileting and/or dressing involving personal undergarments.
  - (3) Leading, directing or sole supervision of students for bathroom assistance.
  - (4) Touching or being in physical contact with students.
  - (5) Having one-on-one contact with special needs students including physical restraint.
- d) Actively or competitively participate in any physical activities, exercises, competitive games or sports with students or other faculty members at any time, including in school gymnasiums, classrooms, or on the playground. In the event an assigned employee is assigned to a physical education class, physical activity shall be limited to non-participation instructional purposes only.

## 7) IN GENERAL

I have read this job description for a KES Substitute Teacher, and it accurately describes the duties and responsibilities of the KES Substitute Teacher that we want the Substitute Teacher to perform.

We agree to immediately notify our KES representative of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. We further understand that no changes may take effect until KES has formally agreed to the proposed change.

Upon signing this job description, I agree on behalf of the school district that this job description is incorporated by reference and made part of the agreement we have with Kelly Services, Inc. through its service offering, Kelly Educational Staffing.

\_\_\_\_\_  
Print Name of School District

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> This includes in-house teaching, visiting a student's home for any reason, having custody of a single student beyond the presence of other adults or students and/or assignments without on-site supervision from district personnel.