



# San Benito Consolidated Independent School District

## Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

**Job Title:** Guest Teacher **Exemption Status:** N/A  
**Reports to:** Principal of Campus Assigned / **Pay Grade:** N/A  
HR Generalist **Days:** 187  
**Dept. /School:** Human Resources Department **Date Revised:** 03/04/2026

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### Primary Purpose:

To support the district's instructional program, a Guest Teacher (Substitute) delivers classroom instruction and supervises students in the absence of the regular teacher or instructional aide. In this role, the Guest Teacher implements lesson plans, manages classroom behavior, and fosters a safe, productive learning environment that promotes student engagement and well-being throughout the school day. The position also includes monitoring student progress and providing relevant feedback to support continued learning.

### Education/Certification Qualifications:

- A high school diploma or General Educational Development (GED) certificate
- A minimum of twenty-four (24) semester credit hours from an accredited college or university or successful completion of an approved Substitute Teacher Training Course
  - Applicants *must* upload an official college/university transcript reflecting the required credit hours or the official certificate of completion for the approved training course
- Employment is contingent upon a satisfactory criminal background check

### Special Knowledge/Skills:

- Ability to work effectively with children of varying ages, backgrounds, and abilities
- Ability to lead/instruct students and to adapt to diverse classrooms, grade levels, and subject areas
- Ability to implement lesson plans and instructional activities, modifying instruction as necessary
- Proficiency in oral and written communication in English
- Strong classroom management, interpersonal, and organizational skills
- Flexibility, sound judgment, and critical-thinking skills
- Professional demeanor, including patience, enthusiasm, and a positive attitude
- Knowledge of and ability to operate standard office and instructional equipment

### Major Responsibilities and Duties:

1. Comply with and enforce all district policies, administrative regulations, campus procedures, and applicable state and local board policies.
2. Accept and fulfill assignments approved through the designated assignment system. Assignments are subject to change based on campus or district needs.
3. Report to assigned campus in a timely manner and check in with the campus secretary or designated representative upon arrival. Check out with said individual(s) at the conclusion of each assignment.

4. Review, secure, and implement all lesson plans and instructions provided by the classroom teacher. In the absence of clear or complete instructions, promptly seek direction from the principal or administrative designee.
  5. When assigned to perform instructional aide (paraprofessional) duties, report directly to and follow the direction of the supervising teacher or administrative designee.
  6. Report to the principal or administrative designee for additional duties during any period designated as “conference” or otherwise unassigned on the regular employee’s schedule.
  7. Maintain continuous focus on the instructional program and ensure continuity of learning throughout the assignment.
  8. Establish and maintain a positive, orderly, and respectful classroom environment.
  9. Manage student behavior in accordance with district policies and administrative regulations.
  10. Seek immediate assistance from the principal or administrative designee when a situation cannot be safely or effectively managed.
  11. Demonstrate professional, ethical, and responsible conduct at all times and serve as a positive role model for students in support of the district’s mission.
  12. Maintain accurate and detailed records of classroom activities such as attendance, instructional progress, and disciplinary actions as applicable. Communicate relevant information to campus administration and leave written feedback for classroom teacher.
  13. Perform all supervisory and special duties assigned to teachers or instructional aides, including but not limited to cafeteria, hallway, bus, or other campus duty assignments.
  14. Maintain strict confidentiality of sensitive information pursuant to federal and state law and district policy, including information pertaining to students, parents, staff, and district operations.
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**Mental Demands/Physical Demands/Environmental Factors:**

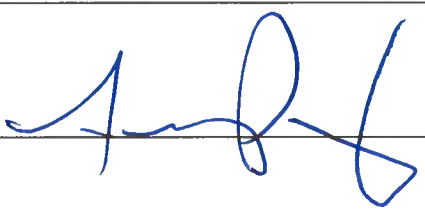
- **Tools/Equipment Used** – computer, copier, audiovisual equipment, telephone, and other instructional equipment as assigned and deemed necessary to perform job duties
- **Posture and Physical Requirements** – moderate standing, walking, stooping, bending, kneeling, lifting, reaching, and carrying
- **Motion** – repetitive hand motions, including frequent keyboarding and use of a computer mouse, as well as repetitive arm and hand movements associated with instructional activities
- **Mental Demands** – reading and interpreting written material efficiently; communicate effectively in verbal and written form; exercise sound judgment; and maintain emotional control under stress

This document describes the general purpose and responsibilities of this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

The San Benito Consolidated Independent School District does not discriminate on the basis of race, color, national origin, age, religion, gender, disability, or any other legally protected status in employment or provision of services, programs, or activities.

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date **MAR 05 2026**

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