



# paratory Academy

*Academy exists to produce college- and work-ready graduates who have a strong work ethic, firm academic content, and major academic and vocational skills, and to offer parents, as their child's first and foremost, and training so that they will have enhanced opportunities to strengthen their families as they exercise the spiritual, intellectual, and emotional growth of their children.*

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## Substitute Teacher Job Description

**Purpose:** A substitute teacher is responsible for providing instruction, managing the classroom environment, and promoting student learning in the absence of the regular classroom teacher.

**Organizational Relationships:** Works under the direction of the Building Principal and the Human Resource Director via the Substitute Coordinator and is evaluated by classroom teachers and school principals.

### Duties and Responsibilities:

- Teaches scheduled classes. Prepares a written summary of work completed.
- Assumes all duties and responsibilities of the absent teacher.
- Follows the teacher's written lesson plans. Consults with the principal and/or staff to resolve questions and/or concerns.
- Complies with all building procedures and schedules. Promotes the proper use and care of school property.
- Makes the absent teacher aware of special situations or problems encountered.
- Upholds board policies and follows administrative procedures.
- Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code. Intervenes and/or reports concerns to an administrator.
- Develops and maintains a positive learning environment.
- Works cooperatively with staff and parents.
- Incorporates the effective use of available technology.
- Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Supervises non-classroom duties when assigned.
- Accepts personal responsibility for decisions and conduct.
- Performs other specific job-related duties as directed.

### Minimum Qualifications:

- Education equivalent to graduation from an accredited high school or General Education Certificate (GED). Texas Teaching License preferred.



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- Candidate must be at least 18 years of age.
- Ability to follow both oral and written directions and instructions.
- Ability to communicate in both oral and written means.
- Ability to effectively present information and respond to students, parents, and staff.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of student matters.
- Ability to effectively manage time and responsibilities.
- Ability to be professional in appearance, attitude and demeanor.

**Mental Demands/Physical Demands/Environmental Factors:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Although the employee may have periods of sitting, oftentimes, the employee will be moving around and on their feet.

**Modification of Duties and Essential Functions:**

- UMEP, Inc. retains the right to change and or modify the duties and essential functions of this position at any time. This job description is not intended to cover or contain a comprehensive listing of activities, during, or responsibilities required of the employee. This document is not a contract and does not negate the "At – will" provisions of an employer.

\_\_\_\_\_ Employee's Signature