

The Substitute Teacher

The Substitute Teacher reports to the building Principal when on assignment and to the Superintendent for all matters of general employment. The Substitute Teacher's responsibility is to enable each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher.

Duties and Responsibilities:

1. Maintains a fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
2. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
3. Follows lesson plans prepared by the absent teacher. Consults with the building principal before initiating any teaching or other procedures not specified in the lesson outlined.
4. Writes a note about work completed at the end of each teaching day, and leaves it for the regular classroom teacher.
5. Observes school opening and closing times as specified in school policy or as modified by the building principal.
6. Reports to the campus secretary at the conclusion of the teaching day.
7. Performs other duties as may be assigned.

I have read and understand this job description.

Signature

Date