

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Substitute Teacher

QUALIFICATIONS
As set by state certification authorities.

REPORTS TO Building Principal

JOB GOAL To enable each child to pursue the child's education as smoothly and completely as possible in the absence of the regular teacher.

PERFORMANCE RESPONSIBILITIES

1. Reports to the building principal or school secretary upon arrival at the school building.
2. Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching day.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which the substitute teacher is assigned.
4. Teaches the lesson outlined and described in the Substitute Teacher's Folder as prepared by the absent teacher.
5. Consults as appropriate with the building principal, department head, or team leader before initiating any teaching or other procedures not specified in the Substitute Teacher's Folder.
6. Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
7. Reports in writing on the day's activities at the conclusion of each teaching day.
8. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
9. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
10. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors October 1997

Revised August 9, 1999