



Job Title: Substitute Teacher **Wage/Hour Status:** Exempt
Reports To: Principal **Pay Grade:**
Dept. /School: Assigned **Date Revised:** 09/16/2011

Primary Purpose:

Enables students to continue their education with minimal interruption in the absence of the regular classroom teacher

Qualifications:

Proof of completion of 48 accredited hours at an institution of higher education
Completion of the Mansfield ISD Substitute Orientation Process
Have the interpersonal skills to work well with children, parents and school staff

Major Responsibilities and Duties:

1. Reports to the building principal [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 effective classroom management and supports building-wide standards and policies for safety and health.
4. Teaches the lesson outlined and described in the lesson plans as prepared by the absent teacher.
5. Assumes responsibility for overseeing pupil behavior in class and during teacher assigned locations and times.
6. Completes a summary of work completed at the end of each teaching day and leaves it for the regular classroom teacher.
7. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
8. Maintains required inventory, equipment and records.
9. Performs building duties as assigned by the principal.
10. Other duties as assigned.

Terms of Employment:

On a daily basis as called. Salary is to be established by the Board.

Supervisory Responsibilities:

This job requires supervision of the classroom and students.

Working Conditions:**Physical Demands:**

Moderate physical activity, which includes standing, stooping, bending, lifting, walking and moving small stacks of books and other classroom equipment

Ability to see within normal parameters

Ability to hear within normal parameters

May have biological exposure to bacteria and communicable diseases

Mental Demands/Physical Demands/Environmental Factors:

Ability to communicate (verbal and written)

Ability to instruct

Ability to maintain emotional control under stress

Ability to make rational and quick decisions

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Evaluation:

The Superintendent or designee shall have authority to remove a substitute teacher's name from the list.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.