Teacher Substitute/
Teacher Substitute-Long Term Assignment

Rev. July 2024

Reports to: Campus Administrator

Dept./Campus: Assigned Campus

Status: Temporary

Paygrade: Substitute Daily Rate

Term: On-Call

PRIMARY PURPOSE:

Provide students with appropriate learning activities, instruction, and supervision by implementing the lesson plans as directed by the absent teacher, or other responsible staff.

MAJOR RESPONSIBILITIES AND DUTIES

- **Instructional**
  - Implement lesson plans and instructional activities provided by the absent teacher or designated staff.
  - **Long Term Assignment** – Fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Implement lessons that reflect accommodations for differences in individual student needs. May be required to develop and prepare lesson plans.
  - Use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to the lesson plans.
  - **Long Term Assignment** – Assess student learning styles and use results to plan instructional activities.
  - **Long Term Assignment** – Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEPs).
  - **Long Term Assignment** – Works with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
  - **Long Term Assignment** – Plan and assign work to instructional aide(s) and volunteers and oversee completion.
- **Student Growth and Development**
  - Be a positive role model for students; support mission of campus and school district.
  - **Long Term Assignment** – Conduct ongoing assessment of student achievement through formal and informal testing.
- **Classroom Management and Organization**
  - Submit attendance reports as instructed by campus.
  - Implement a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
  - Manage student behavior in accordance with the lesson plans, Student Code of Conduct, and student handbook.

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- Supervise students at all times.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintain a clean and orderly classroom and follow the classroom and school procedures as directed by the campus.
- Leave notes or complete the approved substitute teacher report form at the end of the teaching day.
- **Long Term Assignment** – Compile, maintain, and file all reports, records, and other documents required.
- Report any accidents or incidents to campus administration.

- **Communication**
  - Communicate in a friendly and positive manner towards students, parents, staff, and administrators.
  - **Long Term Assignment** – Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.
- **Professional Growth and Development**
  - Participate in substitute training and activities to improve job-related skills.
  - Comply with all state, district, and school regulations and policies for teachers.
- **Other**
  - Follow district safety protocols and emergency procedures.
  - **Long Term Assignment** – Attend and participate in faculty meetings.

SUPERVISORY RESPONSIBILITIES

- Direct the work of assigned instructional aide(s) if applicable.

QUALIFICATION GUIDELINES

Education/Certification/Experience:

- High School diploma or GED, some college hours, or associate degree. Experience managing groups of students and providing instruction, or related work experience.

Long Term Assignment:

- Bachelor's degree from accredited college or university. Valid Texas teaching certificate with required endorsements or related training and work experience for certification waivers under the District of Innovation Plan (DOI). Demonstrated competency in the core academic subject are assigned.

Knowledge/Skills/Abilities:

- Knowledge of core academic subject assigned
- Knowledge of curriculum and instruction

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- Ability to instruct students and manage their behavior
- Ability to communicate verbally and in writing effectively
- Strong organizational, communication, and interpersonal skills

Mental/Physical/Environmental Demands:

- Personal computer and peripherals; standard instructional equipment; (PE substitute teachers; automated external defibrillator (AED)
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Frequent walking
- Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment
- Work inside, may work outside; regular exposure to noise
- Maintain emotional control under stress; may work prolonged or irregular hours