



REVISED:  
07/01/2018

JOB TITLE:	PERMANENT SUBSTITUTE TEACHER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB
WORK YEAR:	187
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8049
BARGAINING UNIT:	CLAU

SCOPE OF RESPONSIBILITIES
The select substitute teacher carries out the duties in the absence of the teacher of record. Assignment of a Permanent Substitute Teacher is restricted to temporary use during an absence of a teacher or temporarily while a teacher vacancy is being filled. Select Substitute Teachers are assigned to a specific location but expected to fill assignments in other locations as needed. A select substitute teacher organizes and delivers the program of instruction based on approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations, and rules; supervises students, and secures and maintains school property and materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Meets and instructs assigned classes in the locations and at the times designated
Creates and maintains a classroom environment that is conducive to learning and appropriate to the maturity and interest of students
Guides the learning process toward the achievement of curriculum goals
Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes
Assists the administration in implementing Board policies, administrative regulations and school rules governing student life and conduct, develops reasonable rules of classroom behavior and procedures, and maintains order in the classroom in a fair and just manner
Monitors students on a regular basis and provides reports concerning academic and behavioral matters of all assigned students
Immediately reports safety concerns to a school official
Maintains accurate complete and correct records as required by law, district policy, and administrative regulation
Participates in mandatory professional learning sessions and upgrades skills appropriate to substitute teaching assignments
Duties may include performance of health services, for which training will be provided
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work, at times, requires bending, squatting, crawling, reaching, with the ability to lift, carry, push, or pull light weights.

MINIMUM QUALIFICATIONS
Kentucky Emergency Substitute Teacher Certification
64 College credit hours from an accredited college or university with a 2.45 minimum GPA
Experience working with school-age children

Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Experience working in a school setting
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