



NEW: Submitted:  
08/07/2019 08/06/2019

JOB TITLE:	SUBSTITUTE TEACHER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	JOB FAMILY V
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4690
BARGAINING UNIT:	SUBW

#### SCOPE OF RESPONSIBILITIES

The substitute teacher carries out the duties in the absence of the teacher of record.

#### 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

Reports immediately 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

Performs health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assigned and by the designated deadline

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

#### DESIRABLE QUALIFICATIONS

Experience in a diverse work place

