



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

JOB TITLE:	SUBSTITUTE TEACHER PREFERRED
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	V-SUB
WORK YEAR:	AS NEEDED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4700
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

