



## **Substitute Position Description**

**Purpose:** A substitute is responsible for providing an effective learning environment that enables students to develop and achieve to their greatest potential.

**Report To:** Elementary, Middle or High School Principal

### **Terms of Employment:**

1. Completed Application Approved by Principal
2. Completed Background Check
3. Completed PaperWork for Business Office
4. Identification of Degree: High School, Associates, Bachelors, Teacher Certification

### **Qualifications:**

1. Completed Application and Background Check
2. Approval by Superior
3. Experience in working with children/youth is desired.
4. A teaching degree is preferred but not required.
5. Able to relate well with students.
6. Able to use positive discipline that is appropriate for students.
7. Able to effectively implement lessons plans of teachers
8. Able to follow school procedures which keep students physically and emotionally safe.
9. Congenial; able to work well with other adults

### **Responsibilities:**

1. Become familiar with classroom procedures and lesson plans before class begins.
2. Maintain a safe and supportive learning environment for all students.
3. Supervise students and implement lesson plans.
4. Leave communication with the classroom teacher in terms of student behavior and lesson plan progress.
5. Check in with Admin Asst or Principal at the end of day.

*Updated: August 2022*