

Substitute Teacher

Desired Qualifications:

A Bachelor's degree from an accredited college or university.

Appropriate teaching certificate.

Ability to work with students, teachers, and parents.

Such alternatives to the above qualifications as the board may find appropriate and acceptable.

Reports to:

Building Principal

Position Goal:

To enable each child to pursue their education as smoothly and completely as possible in the absence of their regular teacher.

Functions of Substitute Teacher:

Reports to the building principal or school secretary upon arrival at the school building.

Reviews with the principal, department head or team leader all plans and schedules to be followed during the teaching day.

Maintains as fully as possible the established routines and procedures of the school and classroom to which the substitute is assigned.

Teaches the lesson outlined and described in the Substitute Teacher's Guide as prepared by the absent teacher.

Consults as appropriate, with the building principal, department head or team leader before initiating any teaching or other procedures not specified in the Substitute Teacher's Guide.

Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.

Reports in writing, on the form provided by the school secretary, on the day's activities at the conclusion of each teaching day.



DENISON COMMUNITY SCHOOLS

Follows all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates.

Other duties as assigned.