



Department of Human Resources

JOB DESCRIPTION

Job Title: Substitute Teacher

Wage/Hour Status: Substitute

Reports to: Campus Administrator

Pay Grade: \$70-\$90/daily

Dept./School: Assigned Campus/Level

Date Revised: 8/2007

Primary Purpose:

In the absence of the Teacher or support staff it is of utmost importance that instruction continues without interruption.

Qualifications:

Minimum Education/Certification:

Texas Certified or college degree preferred, high school diploma

Special Knowledge/Skills

Ability to work well with children and adults
Ability to communicate verbally and written effectively
Background working with children in educational setting

Major Responsibilities and Duties:

1. Follow teacher plans and present information and instruction to help students learn the subject matter and skills.
2. Maintain instruction that is compatible with the school and system-wide curriculum goals.
3. Interact effectively with students, parents and staff.
4. Adhere to established laws, policies, rules and regulations as presented in the Substitute Handbook and online district policies.

Working Conditions:

Mental Demands:

Maintain emotional control under stress
Work with frequent interruptions

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.