Bastrop
Independent School District
Job Description

Job Title		Evaluation Type	Department
Substitute Teacher		**Substitute**	**Assigned Campus**

Pay Grade	FLSA	Date Revised	Supervisor
$85-$105 Daily	**None**	**November 2019**	**Substitute Manager**

BASIC FUNCTION & RESPONSIBILITY: In the absence of a Teacher or Support Staff, follow regular lesson plans to ensure consistency and instruction continues without interruption.

CHARACTERISTIC DUTIES & RESPONSIBILITIES: The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Instructional and Student Support:

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
5. District policies.

SUPERVISION EXERCISED: Provide guidance and direction as assigned.

KNOWLEDGE, SKILLS & ABILITIES:
- Ability to work well with children and adults
- Ability to communicate verbally and written effectively
- Background working with children in educational setting, preferred

ENTRY QUALIFICATIONS:
- High School Diploma and/or GED
- Texas Certified or college degree preferred

PHYSICAL & MENTAL DEMANDS:
- Maintain emotional control under stress
- Work with frequent interruptions

ENVIRONMENTAL FACTORS: Work is normally performed in an interior work environment with little or no exposure to physical risk.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an

exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name (print): _____

Employee Signature: _____ Date: _____