

Job Title: Substitute Teacher

Location: District-wide

Reports To: Principal

FLSA Status: Non-exempt

Work Hours: As needed

Salary: \$130/day (pro-rated when working less than 8 hours)

Position Overview:

The **Substitute Teacher** is responsible for providing instructional support in the absence of the regular teacher. This position requires implementing lesson plans, managing student behavior, and ensuring a productive and safe classroom environment.

Key Responsibilities:

- Follow the lesson plan provided by the regular teacher and deliver instructional content.
- Manage classroom behavior and maintain a positive, respectful environment.
- Ensure student engagement and participation in activities.
- Supervise students during breaks, lunch, and other scheduled activities.
- Report any student issues or incidents to the appropriate school staff.
- Provide feedback to the regular teacher regarding student progress and classroom activities.
- Perform other duties as needed, including lunchroom or recess supervision.

Qualifications:

- High school diploma or equivalent (Bachelor's degree preferred).
- Must have or be willing to obtain a valid substitute teaching license.
- Strong communication and classroom management skills.
- Ability to follow instructions and adapt to various teaching environments.
- Ability to work independently and as part of a team.

Working Conditions:

- Work performed in classrooms with varying student populations and activities.
- Flexibility to work on short notice as needed.

Physical Requirements:

- Ability to sit, stand, and move around the classroom.
- Ability to lift up to 25 pounds and assist students as needed.
- Ability to supervise students in various settings, including classrooms and outdoor areas.