

**South Tippah School District
Substitute Teacher
Job Description**

Primary Function:

Teaching the assigned subject and enabling each student to pursue his/her education in the absence of the regular teacher.

Minimum Qualifications:

1. Bachelor's Degree preferred.
or
2. At least 48 semester hours of credit from an accredited college.
or
3. Work Keys passing scores of: Reading - 4, Applied Mathematics - 4, Writing - 3.

Reports To:

Principal

Performance Responsibilities:

1. Reports to the designated individual upon arrival at the school.
2. Reviews with designated school representative the lesson plans and schedules to be followed.
3. Maintains the established routines and procedures of the school and classroom to which assigned.
4. Teaches the lesson plans outlined by the regular classroom teacher.
5. Assumes responsibility for overseeing pupil behavior in class, during lunch and in other activity periods.
6. Maintains maximum supervision of assigned students at all times.
7. Represent South Tippah School District in a positive manner.
8. Follows all policies, rules and procedures.
9. Remains in the building or on school grounds during the hours assigned as a substitute.
10. Models nondiscriminatory practices in all activities.
11. Performs other duties as assigned.
12. Must be willing to travel to substitute at any location in the district including Pre-K and TCTC.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential performance responsibility satisfactorily.

- The requirements listed below are representative of the knowledge, skill and/or ability required.
 1. Possess familiarity with subject(s) being taught.
 2. Demonstrates some knowledge of the principles and methodologies of effective teaching.

3. Possesses ability to communicate effectively verbally and in writing.
4. Possesses the ability to establish and maintain effective working relationships with students, staff, parents, and the public.
5. Possesses basic computer skills.

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

1. Must be able to perform all the responsibilities including extracurricular activities that are normally a part of the position for which you are making application.

Terms of Employment:

Salary will be established according to School Board Pay Plan.

Evaluation:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations.

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____