

Job Description

Job Title: Substitute Teacher

Supervisor: Principal

Job Summary:

Position is responsible for teaching the assigned subject and enabling each student to pursue his/her education in the absence of the regular teacher.

Essential Duties:

1. Reports to the designated individual upon arrival at the school.
2. Reviews with the designated school representative the lesson plans and schedules to be followed during the school day.
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. Reports in writing on the day's activities at the conclusion of each teaching day.
8. Follows all policies, rules and procedures.
9. Remains in the building during the hours assigned as a Substitute.
10. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications (Knowledge, Skills & Abilities Required):

Bachelor's Degree preferred. Must have high school diploma or GED with at least 30 semester hours of college credit with a minimum 2.5 GPA. Possess familiarity with the subject(s) being taught. Demonstrate some knowledge of the principles and methodologies of effective teaching. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, & the public.

Working Conditions and Physical Requirements:

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; ability to bend, stoop, sit on the floor, climb stairs, walk and to reach overhead.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from the school. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Building principal, teacher, or other appropriate administrator

This job description in no way states or implies that these are the only duties to be performed by this employee. The Substitute Teacher will be required to follow any other instructions and to perform any other related duties as assigned by the principal, teacher to whose class assigned, or other appropriate administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Substitute Name (Print)

Signature

Date

Revised 01/2023 CR