



TITLE:	Substitute Teacher/Aide	STATUS:	Non-Exempt/At-Will
REPORTS TO:	Principal or Designee	TERMS:	School Year Calendar
DEPARTMENT:	Assigned Campus/Department	PAY GRADE:	Substitute Pay Scale

PRIMARY PURPOSE:

In the absence of the classroom teacher, the substitute teacher or aide provides instruction, encourages student progress, and manages the learning environment, provides a well-organized, smooth functioning class environment in which students can take full advantage of the instructional program and available resource materials

QUALIFICATIONS:

Teacher Education/Certification:

Bachelor’s degree from accredited university (preferred)

Valid Texas teaching certificate, with required endorsements for subject/level assigned (preferred)

Paraprofessional Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

Ability to instruct and communicate (both verbally and in writing) effectively

Ability to successfully interact with students, professional employees, parents, and district patrons

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling, and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

Essential Functions:

1. Follows professional practices consistent with school and system policies in working with students, students’ records, parents, and colleagues.
2. Is punctual and conducts assigned classes at the times scheduled.
3. Enforces regulations concerning student conduct and discipline while maintaining student confidentiality.
4. Implements and follows lesson plans as required by school policy, while ensuring the integrity of academic time and in a manner which motivates the students to learn and participate.
5. Ensures the adequate supervision including out-of-class settings to assure health, welfare, and safety of all students.
6. Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible.
7. Completes a Substitute Teacher Report Form for the regular classroom teacher.
8. Models correct use of oral and written language.
9. Maintains accurate, complete and appropriate records and files. Takes precautions to protect records, equipment, materials, and facilities.
10. Assigns reasonable tasks and homework to students.

