

# DEXTER CONSOLIDATED SCHOOL DISTRICT

## JOB DESCRIPTION

Position: SUBSTITUTE TEACHER  
Supervisor: Principal, Substitute Coordinator

**GENERAL JOB DESCRIPTION:** Substitute teacher is responsible for providing instruction, managing the classroom environment, and promoting student learning in the absence of the regular classroom teacher.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Display a desire to work with students.
2. Serve as a role model.
3. Arrive promptly at a time designated by the Substitute Coordinator or Principal.
4. Work cooperatively with staff, supervisors and administrators.
5. Demonstrate ethical behavior (honesty, integrity, character).
6. Maintain behavior appropriate to performing and accomplishing assigned duties.
7. Know what to do to successfully complete assigned work.
8. Project an over-all concern and personal appearance as it relates to job performance.
9. Work as a member of a team.
10. Communicate effectively both verbally and in writing.
11. Implement teacher lesson plans.
12. Assign student class work and homework.
13. Maintain classroom control and discipline.
14. Respond to students as individuals.
15. Maintain students' involvement in appropriate tasks.
16. Must complete a daily report or evaluation to communicate any pertinent information resulting from the day's events.
17. Learn and follow district policies and administrative rules and regulations.
18. Cover duties of the regular teacher (playground, crosswalk, etc.)
19. Consistently enforce the district, building, and classroom rules.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Work with groups of students to reinforce material initially introduced by the teacher.
2. Guide independent study, enrichment and/or remedial work setup by the teacher(s).
3. Assist with reading and/or storytelling.
4. Assist groups of students in the library and other settings.
5. Contribute to the welfare and effectiveness of the classroom(s), the school, and the district by adhering to high standards of performance and interpersonal relationships.
6. Model acceptable social skills in working with students, teachers, parents and supervisors.
7. Report unsafe or dangerous surfaces and/or conditions in hallways, restrooms, playgrounds, entrances, and classrooms.
8. Other tasks as may be deemed appropriate and necessary by the immediate supervisor, the principal and/or the superintendent.

### **QUALIFICATIONS:**

1. High School diploma or GED. Additional district education and/or training.
2. Qualify for and possess a New Mexico PED Substitute License.

3. Demonstrated aptitude for the work to be performed.
4. Possess a valid New Mexico driver's license if working in a position that requires driving a school vehicle.
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

**SAFETY AND HEALTH:**

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. General knowledge of first aid procedures.

**EQUIPMENT/MATERIAL HANDLED:**

1. Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.
2. Must know how to properly operate or be willing to learn to operate all equipment necessary for student success.

**WORKING ENVIRONMENT:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision.

**TERMS OF EMPLOYMENT:**

1. FLSA exempt employee.
2. Salary and work year to be established by the Superintendent.

There are two types of substitute teaching jobs; long-term substitute and day substitute. Long-term substitutes work in schools for longer than a few days at a time. They are often hired when the regular teacher is out on extended leave. Day substitutes work as needed when teachers are out of the classroom for a few days due to sickness or vacation.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_