



## **JOB DESCRIPTION – Substitute Teacher**

### **PURPOSE:**

A substitute teacher is responsible for providing instruction, classroom management, and promoting student learning in the absence of the regular classroom teacher.

### **REQUIRED JOB QUALIFICATIONS**

- Valid Wisconsin Teaching License or Substitute Teaching License or a bachelor's degree
- Ability to take early morning calls for same day positions
- Complete required Safe Environment training (which includes a Criminal Background check)

### **DUTIES AND RESPONSIBILITIES:**

- Teaches scheduled classes.
- Assumes all duties and responsibilities of the absent teacher.
- Follows the teacher's written lesson plans. Consults with the principal and/or staff to resolve questions and/or concerns.
- Complies with all building procedures and schedules. Makes the absent teacher aware of special situations and problems encountered.
- Follows all administrative procedures.
- Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code. Intervenes and/or reports concerns to an administrator.
- Works cooperatively with staff.
- Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Take precautions to ensure staff/student safety. Does not leave students unattended.
- Supervises non-classroom duties when assigned
- Accepts personal responsibility for decisions and conduct.
- Performs other specific job-related duties as directed.
- May include working with students with special needs

### **Substitute teachers must display the following qualities:**

- Teaching capabilities in all subject areas.
- Excellent communications skills.
- The ability to address the various learning styles of students.
- The ability to implement strategies, activities and techniques for promoting quality student performance in both academic and social behavior based on student's prior knowledge and experience.
- The ability to create and maintain a climate of respect and fairness for all students.
- The ability to demonstrate fair and ethical judgments.
- The ability to apply appropriate consequences for inappropriate student behavior.
- The ability to display problem solving, cooperative negotiating skills and conflict resolution strategies.
- The ability to use classroom instructional time appropriately and wisely.

Job Type: Part-time/on-call