

□TITLE: Substitute Teacher 3.08

QUALIFICATIONS: 1. Holds a regular teaching certificate, meets requirements of certification, or holds a substitute teaching certificate.

TERMS OF EMPLOYMENT: Per diem, at rates currently established by the Board

REPORTS TO: School principal

JOB GOAL: To enable each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher.

PERFORMANCE RESPONSIBILITIES:

1. Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
2. Teaches the lessons outlined and described as prepared by the absent teacher.
3. Consults with the building principal before initiating any teaching or other procedures not specified.
4. Reports in writing, on a form provided by the school principal, on the day's activities at the conclusion of each teaching day.
5. Verifies with the school secretary that his/her attendance will or will not be required on the following teaching day.
6. Follows all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates.

EVALUATION: Performance of this job will be evaluated in accordance with other evaluative criteria of professional personnel.

Adopted 7/1/76