

Summary: The Certified Substitute works in all schools. The certified substitute is a temporary educator who is responsible for operating a safe, orderly and positive classroom environment while the regular classroom teacher is absent. The certified substitute must effectively manage the classroom and provide instruction for students following the regular teacher's lesson plans, lesson plans developed by the school grade-level PLC or lesson plans s/he develops in consultation with the school.

Essential Duties: (These duties represent a sample and may vary by position.)

- Provides meaningful instruction to students
- Reviews and implements regular classroom routines, procedures, lesson plans and instructional strategies.
- Participates in grade-level meetings, faculty meetings, student intervention teams and other committees normally assigned to the regular classroom teacher
- Establishes and maintains a safe and orderly learning environment for all students
- Takes reasonable measures to protect students, facilities and materials
- Communicates clearly and effectively to students, families and school personnel
- Reports all student injuries, accidents, illnesses or any breach of the district's Code of Student Conduct to the school administration as soon as possible
- Willingness to substitute in any grade level or course as assigned by the school
- Demonstrates cooperation and flexibility in performing other related duties as assigned

Education and Experience:

Minimum for Certified Substitute

- Bachelor's Degree
- Possession of a teaching license, active or expired

Desirable

- At least three or more years successful teaching experience

Minimum for Non-Certified Substitute

- 21 years of age
- High School Diploma

- At least three or more successful years working in an educational environment supervising children

Licensing / Certification Requirements:



**Non-Certified
Substitutes**

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Certified Substitutes

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