

LEGACY

THE SCHOOL *of* SPORT SCIENCES

Job Title:	Substitute Teacher	Status:	Non-Exempt
Report To:	Chief Academic Officer and Dean of Students	Terms:	TBA
Salary Range:	\$60.00 - \$110.00 a day		

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

Organizational Relationships: Works under the direction of the Building Principal and the Human Resource Director via the Substitute Clerk and is evaluated by classroom teachers and school principals.

Duties and Responsibilities:

- Teaches scheduled classes. Prepares a written summary of work completed.
- 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. Promotes the proper use and care of school property.
- Makes the absent teacher aware of special situations or problems encountered.
- Upholds board policies and follows administrative procedures.
- Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code. Intervenes and/or reports concerns to an administrator.
- Develops and maintains a positive learning environment.
- Works cooperatively with staff and parents.
- Incorporates the effective use of available technology.
- Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Supervises non-classroom duties when assigned.
- Accepts personal responsibility for decisions and conduct.
- Performs other specific job-related duties as directed.

Minimum Qualifications:

- Education equivalent to graduation from an accredited high school or General Education Certificate (GED). Texas Education Agency Teaching Certification preferred. Additional requirements needed to obtain a long-term substitute positions.
- Candidate must be at least 18 years of age.
- Ability to follow both oral and written directions and instructions.

- Ability to communicate in both oral and written means.
- Ability to effectively present information and respond to students, parents, and staff.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of student matters.
- Ability to effectively manage time and responsibilities.
- Ability to be professional in appearance, attitude and demeanor.

Special Requirements:

- Candidate must attend an orientation/training session.
- Candidate must agree to authorize Legacy the School of Sport Sciences to conduct a criminal history search via fingerprinting.

Work Environment:

While performing the duties of this job, the employee regularly works inside. The employee is directly responsible for the safety, well-being, and work output of students. The noise level in the work environment is usually moderate, depending on the nature of the assigned course.

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Received by: _____
[First Name Last Name]

Date: _____

Approved by: _____
Kerrie Patterson-Brown
Chief Executive Officer

Date: _____