



PARRISH CHARTER ACADEMY

SOARING BEYOND EXPECTATIONS!

JOB DESCRIPTION

SUBSTITUTE TEACHER

Position	Reports To	Position Type
Substitute Teacher	Principal	Hourly
Work Schedule	Salary Schedule	Last Updated
10-Month Position 7:30 a.m. – 4:30 p.m.	Set Annually - \$85.00/day	February 2019

MAJOR FUNCTION:

This position requires a person who can work with many distractions, interruptions and still accomplish their objectives and meet established deadlines. The Substitute Teacher needs to be versatile enough to substitute for any teachers at any age level in the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reports in a timely manner to the administrative office for assignment each morning.
- Reviews all plans and schedules to be followed during the teaching day as provided by appropriate supervisor.
- Maintains as fully as possible the established routines and procedures of the school and the classroom to which assigned.
- Teaches the lesson (s) outlined and described in the substitute teacher’s plan as prepared by the absent teacher or Principal.
- Consults as appropriate with the Principal or other appropriate supervisor before initiating any teaching or other procedures not previously specified in the substitute teacher plan.
- Assumes responsibility for overseeing student behavior in assigned classes and in any other supervisory assignments.
- Reports on the day’s activities at the conclusion of each teaching day per the routines established by the school.
- Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
- Uses appropriate technology in teaching and learning processes.
- Demonstrates positive classroom results and trends.

- Performs such other related tasks and assumes such other related responsibilities as may from time to time be assigned by the Principal.

MINIMUM QUALIFICATIONS:

A High School Diploma, Associate Degree or higher or as required by local regulation from an accredited college or university. Experience working with children preferred.