



# Substitute Teacher

## Qualifications

- High School Diploma
- Must be proficient in English (speaking, reading, writing)
- State/FBI Criminal History Clearance

## Responsibilities

- This person follows and teaches lesson plans, aids students in understanding subject matter, and ensures that regular classroom routines are followed
- Provide meaningful instruction to students in assigned classrooms while regular teacher is absent
- Review and implement regular teacher's routines, procedures, lesson plans, and curriculum objectives
- Establish and maintain a positive, safe, and orderly classroom environment
- Report any student injuries, illness, and serious discipline problems to school administration
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulation
- Perform other duties as directed by school administration