

**TITLE: Long Term Substitute Teacher**

**QUALIFICATIONS:** Valid Alabama Professional Educator Certificate with proper endorsement(s) for subject area(s)

**REPORTS TO:** Principal and Assistant Principal

**SUPERVISES:** Students and teacher aide(s) as assigned

**JOB GOAL:** To facilitate student learning in subject matter and skills that will contribute to their development as mature, able, and responsible members of society.

**JOB DUTIES:**

1. Instruct assigned classes in the locations and at the times designated.
2. Plan programs of study that align to local and state curriculum guides and meet the individual needs, interests, and abilities of the students.
3. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Prepare for classes assigned, and show written evidence of preparation in the form of lesson plans upon request of immediate supervisor.
5. Encourage students to take an active role in the learning process and encourage them to set and maintain high standards of personal behavior.
6. Guide the learning process toward the achievement of curriculum goals and --in harmony with the goals--establish clear objectives for all lessons, units, projects, etc. to communicate these objectives to students.
7. Strive to implement, by instruction and action, the district's philosophy of education and instructional goals and objectives.
8. Assess and communicate student progress or lack of progress to students and parents on a regular basis and provide progress reports as required.
9. Assess students' abilities as related to desired educational goals, objectives, and student outcomes and seek the assistance of district specialists as required.
10. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
11. Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulation.
12. Assist administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develop reasonable rules for classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.
13. Be available to students and parents for education-related purposes outside the instructional day when required or requested to do so within reason

14. Plan and supervise purposeful assignments for aide(s) and volunteer(s) cooperatively with the principal and supervisors.
15. Exhibit effective human relations skills.
16. Demonstrate proficiency in written and oral communication.
17. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
18. Attend staff meetings, as required, and serve on staff committees as assigned.
19. Assist in daily duties, of which may be car duty, extra-curricular duties whenever students are involved in school activities.
20. Encourage students to set and maintain high standards of classroom behavior.
21. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
22. **Reviews with principal or designee, all plans, duties and schedules to be followed during the teaching day, teaches the outlined lesson, maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.**
23. Perform other duties as may be assigned.

**Essential Duties**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

**TERMS OF EMPLOYMENT:**                     9-Month

**EXPECTED WORK DAY:**                    8 Hours

**SALARY:**                    According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

**EVALUATION:**                    Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Principal/Program Coordinator \_\_\_\_\_  
Initials

Human Resource \_\_\_\_\_  
Initials

**BOARD APPROVED: 4/18/17**