

## **SUBSTITUTE TEACHER**

<b><i>SPA License Status:</i></b>	<i>N/A</i>
<b><i>SPA Probation:</i></b>	<i>N/A</i>
<b><i>FLSA Status:</i></b>	<i>Non-Exempt</i>
<b><i>Supervisor:</i></b>	<i>Campus Administrator</i>
<b><i>Supervises:</i></b>	<i>None</i>
<b><i>Salary Schedule:</i></b>	<i>Per Substitute Salary Schedule</i>
<b><i>Terms of Employment:</i></b>	<i>Substitute Teachers serve at will, are not employed for any specific length of time and have no property rights in their employment.</i>
<b><i>Job Goal:</i></b>	<i>To provide continued instructional classroom management and carry out the essence and intent of the absent teacher</i>

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<b><i>Minimum Qualifications</i></b>	
<ol style="list-style-type: none"><li><i>1. Completed at least 60 hours of college-credit courses from a regionally accredited college or university</i></li><li><i>2. Must be eligible for or currently hold a valid New Mexico Substitute Teaching License or Teaching License</i></li><li><i>3. Outstanding verbal, written communication and organizational skills</i></li><li><i>4. Bachelor's degree or higher/ teaching certificate (preferred)</i></li></ol>	

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<b><i>Job Duties</i></b>	
<ol style="list-style-type: none"><li><i>1. Cooperate in the implementation of the District program of instruction.</i></li><li><i>2. Implement a program of study that, as much as possible, meets the individual needs, interest and abilities of students and complies with State Department of Education Standards and LCPS Board of Education goals and objectives.</i></li><li><i>3. Guide the learning process toward achievement of curriculum goals.</i></li><li><i>4. Utilize clear objectives for all lessons, assignments, units and projects in harmony with curriculum goals and communicates the objectives to students.</i></li><li><i>5. Employ instructional methods and materials that are most appropriate for meeting stated objectives.</i></li><li><i>6. Establish and maintain standards of appropriate student behavior and discipline to achieve a functional learning atmosphere in the classroom and assists in its maintenance campus wide.</i></li><li><i>7. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.</i></li></ol>	

8. *Meet and instruct assigned classes in the location and at times designated.*
9. *Cooperate with other staff and support personnel in helping students with health attitude, learning and behavioral issues.*
10. *Maintain a safe environment for student learning.*
11. *Shares the responsibility for the supervision and care of district inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.*
12. *Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
13. *Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
14. *Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
15. *Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
16. *Evenings and weekend work may be required.*
17. *Perform such other tasks as may be assigned.*

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*I accept this position offered and agree to the above job description.*

*Print Name* \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Approved By* \_\_\_\_\_ *Date* \_\_\_\_\_

