



SHELTON PUBLIC SCHOOLS

Job Title:	Building Substitute Teacher for Grades 7-12
Reports To:	Principal or as otherwise assigned
Terms of Employment:	Work year in accordance with student calendar (181 days)
Salary:	\$150/Per Day

RESPONSIBILITIES:

- Maintains as fully as possible the established routines and procedures of the school and classroom to which the building substitute has been assigned.
- Reviews as necessary with the principal, curriculum leader or other school personnel all plans and schedules to be followed during the teaching day.
- Teaches the lesson as described and prepared by the absent teacher.
- Consults as appropriate with teachers and administration.
- Assumes responsibility for overseeing student behavior in class, during lunch, recess and other assigned periods.
- Reports in writing, on the classroom activities at the conclusion of each teaching day.
- Follows all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates.

REQUIREMENTS:

- **Bachelors degree required**, transcripts must be submitted with application. ➤ Ability to maintain effective working relationships.
- Superior organizational, oral and written communication skills.
- Knowledge of school district organization preferred.
- Experience with students in a school setting preferred.
- Demonstrated commitment to department "team" concept and the success of the School District.
- Ability to maintain excellent punctuality and attendance and to travel among schools.
- Computer literate.

