



Permanent Full-Time Substitute

Purpose Statement

The job of Permanent Full-Time Substitute was established for the purpose/s of providing support to the instructional process by serving as a teacher in the absence of the regular classroom teacher when the absence is reported the day of the absence. Responsibilities include, but are not limited to, supervising students within the classroom and other assigned areas; following lesson plans and delivering group and individual meaningful student instruction within established curriculum guidelines; collaborating with other teacher, other professional staff, and administrators in addressing instructional and/or classroom issues; and on occasion responding to a wide range of inquiries from students, parents, or guardians regarding instructional program and student progress.

This job reports to Principals and Assistant Superintendents as assigned.

Essential Functions

Below are essential job functions performed by this position, however, other duties may be assigned by management as required.

- Reports to school office at beginning of school day to clock in and pick up any required materials/schedule of classes and again at the end of the school day to return materials. Follows sign out procedures as prescribed by the principal.
- Carries out a program of study prescribed in the lesson plans left by the regular classroom teacher.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
- Guides the learning process toward the achievement of curriculum goals, objectives, scope and sequence and learning targets as indicated in the lesson plans.
- Employs instructional methods and materials that are most appropriate for meeting learning targets. This includes proficiency in instructional technology and related resources.
- Assesses student progress towards learning targets, objectives, expectations, and/or goals for the purpose of providing feedback to students, the regular classroom teacher and administration.
- Maintains a neat and orderly classroom. Straightens chairs, tables, instructional materials and equipment, etc.
- Takes attendance in accordance with school procedures.
- Manages student behavior for the purpose of providing a safe and optimal learning environment. Indicates to students at the beginning of class the basic expectations for behavior in the class in accordance with school handbook and School District policies.
- Insures that the students are never left unattended in the classroom. Knows emergency evacuation routes for the classrooms assigned, and related school procedures and regulations.
- Works cooperatively with instructional staff, other school personnel and parents for the purpose of improving the overall quality of student outcomes.
- Counsels students as needed for the purpose of improving performance, health status, appropriate behavior, problem solving techniques and a variety of personal issues.
- Demonstrates and differentiates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective lesson that addressing individual student requirements.
- Directs teacher assistants and paraprofessionals for the purpose of providing effective classroom instruction and addressing the needs of individual students.
- Monitors students in a variety of educational environments (e.g. classroom, cafeteria, playground, school grounds, hallways, restrooms, field trips, etc.) for the purpose of providing a safe and positive learning environment.



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- Participates in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions and to improve student achievement.
- Prepares a variety of feedback to the regular teacher (e.g. grades, student behavior, communication with parents and students, examinations and quizzes, etc.) for the purpose of documenting student compliance and performance.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, zero tolerance offenses etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and board policies.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, students, central office staff, etc.) for the purpose of resolving issues, providing information and/or direction.
- Supports other classroom teachers for the purpose of assisting them in the implementation of established curriculum and/or individual student plans.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures as necessary. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 20% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

EXPERIENCE:

Job related experience.



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EDUCATION: Bachelor's degree.

EQUIVALENCY: None specified.

REQUIRED TESTING:

None Specified

CERTIFICATES & LICENSES:

Teacher Certification/License

FLSA STATUS:

Exempt

CONTINUING EDUCATION/TRAINING:

Maintain Licensure

CLERANCES:

Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:

Certified

Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.