



## SUBSTITUTE TEACHER

### Job Overview

To provide instructional support and ensure the continuity of education in the absence of a regular classroom teacher or paraprofessional. The Substitute Teacher will maintain a positive learning environment and effectively manage classroom dynamics. The role may also include supporting special education needs and assisting in clerical work to support the school.

While on assignment, the Substitute Teacher will report to the substitute contact person (e.g. Bookkeeper/Secretary) at the assigned school. For non-assignment related matters, the Substitute Teacher will report to the Substitute Coordinator at Central Office.

### Job Functions

#### Deliver Instruction:

- Implement pre-prepared lesson plans and instructional materials.
- Assists teachers with classroom assignments, tests, homework, make-up work.

#### Classroom Management:

- Maintain a safe, orderly, and supportive classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Manage student behavior in accordance with school policies and procedures.
- Monitor students during non-instructional times, including lunch and recess.
- Reports observations and incidents relating to specific students (e.g., accidents, fights, appropriate and inappropriate social behavior, violations of rules, safety conditions, etc.).
- Record attendance according to school procedure.
- Follows all dismissal procedures, ensures that all instructional materials and classroom equipment are in orderly condition before leaving the building.

#### Communication:

- Communicate effectively with students to provide clear instructions and support.
- Liaise with school staff and administration regarding classroom activities and student performance.
- Collaborate with special education teachers and other support staff to meet the needs of all students.
- Establishes and maintains cooperative interactions with other school personnel.

#### Professional Conduct:

- Demonstrate punctuality and dependability in reporting to assignments.
- Uphold the school district's policies, procedures, and ethical standards.
- Maintain confidentiality regarding student records and personal information. Including Individualized Education Programs (IEP) and 504 Plans as required by law, district policy, and administrative regulation.
- Requests clarification of school rules and procedures from the front office personnel, if necessary.

#### Special Education Support:

- When assigned, assist special education teachers in providing academic and behavioral support to students with disabilities.



- Implement strategies and interventions to support students' social, emotional, and academic development.
- Assist with the preparation of instructional materials and the organization of classroom activities.

**Flexibility and Adaptability:**

- Adapt to varying classroom environments, grade levels.
- Performs general clerical tasks (e.g., laminating, making posters, making copies, bulletin boards, filing, newsletters, etc.)

**Administrative Responsibilities:**

- Maintain an individual account in the SmartFind Express Absence Management System to accept and manage substitute assignments and to ensure accuracy of days worked.
- Employees drawing TCRS retirement may substitute for 120 full days in a year, provided that the additional days would not cause the retiree's salary to exceed the salary rate as indicated in the district retirement policy. They must be retired for 60 days before being rehired and are responsible for keeping track of working hours.
- Returns substitute identification, credentials and/or keys to the front office at the end of shift.

Substitute teachers who perform below an acceptable level shall not be recommended for continuing service.

**Minimum Requirements**

**SKILLS**

Strong proficiency in English language communication, both written and verbal.

Effective classroom management techniques.

Basic computer knowledge and proficiency in using educational technology and online systems.

Interpersonal temperament to handle stress and adapt to various situations.

**KNOWLEDGE**

Understanding educational principles and teaching methodologies.

Familiarity with school policies, procedures, and ethical standards.

Awareness of student behavior management strategies.

Ability to read a variety of informational documentation, directions, and instructions.

**ABILITY**

Maintain a safe and supportive learning environment.

Follow pre-prepared lesson plans and deliver instructional materials effectively.

Manage and organize classroom activities and resources.

Build positive relationships with students, staff, and administration.

Maintain confidentiality regarding student records and personal information.

Speak confidently and effectively in front of others with poise, voice control, and confidence using correct English and a well-modulated voice.

Learn and understand complex principles and make independent judgments in the absence of supervision.

**Working Environment**

Generally, requires 30% sitting, 20% walking, and 50% standing.

School building environment, travel throughout the district may be required.



Physical Requirements: The job involves occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

**Qualifications**

**Minimum experience:** Job-related experience is preferred.

**Minimum education:** High School diploma or equivalent.

The ideal candidate will have:

- Strong proficiency in English language communication both verbal and written.
- Classroom management knowledge of instructional procedures, age-appropriate student activities.
- Flexibility and ability to quickly adapt to different classroom environments and grade levels.
- Demonstrate professional conduct.
- Familiarity with basic computer knowledge

**Required Testing:**

None Specified

**Required Certificates and/or Licenses:**

Unless exempt, completed STEDI training with score of at least 85%

**FLSA Status:**

Non-Exempt

**Continuing Education/Training:**

None Specified

**Clearances:**

Criminal Justice Fingerprint/Background Clearance

**Employee Type:**

Classified

Pursuant to the Williamson County Board of Education's policy of non-discrimination, Williamson County Schools does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.