

Job Description - Substitute Teacher

Division: Schools
Department: School building
Immediate Supervisor: Principal

General Duties: To enable each student to pursue his/her education as smoothly and completely as possible in the absence of his/her regular teacher.

Essential Requirements

- A. A valid Oregon teaching license.
- B. Degrees and area of study as required by Oregon licensure.
- C. Prior job-related experience will be considered but is not required.
- D. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

Essential Responsibilities

- A. Reports to the building principal or his/her designee upon arrival at the school building and reviews all plans and schedules to be followed during the teaching day.
- B. Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
- C. Consults with the building principal before initiating any teaching or other procedures not previously specified.
- D. Assumes responsibility for overseeing student behavior in class, and during other periods as directed.
- E. Follows all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates.
- F. Performs other duties as directed by the principal.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the superintendent.