



JOB TITLE	DEPARTMENT	REPORTS TO
Substitute Teacher	School Operations	Principal

Position No: 51080	Length of Work Year: As Needed
Salary Schedule: hourly rate (see Section 8 of salary schedule book)	Date Approved: 8/26/97
FSLA: Exempt	Date Revised: 11/1/13; 8/3/16; 12/7/21

JOB GOAL
To enable each child to pursue his education as smoothly and completely as possible in the absence of his regular teacher.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School Diploma or equivalent. 2. Valid Florida certification preferred. 3. Good moral character. 4. Availability on short term notice.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To maintain as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned. 2. Teaches the lesson outlined and described in the plan book as prepared by the absent teacher. 3. Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods as required at the 4. Reports in writing, on the form provided by the school secretary, on the day's activities at the conclusion of each teaching day. 5. Follows all policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates. 6. To report to the building principal (school secretary) upon arrival at the school building to sign in and receive special instructions. 7. To review as necessary, with the grade chairperson, department head or team leader all plans and schedules to be followed during the teaching day. 8. Consults with the building principal (department head, team leader) before initiating any teaching or other procedures not specified in the Substitute Teacher's Handbook. 9. Performs other duties as assigned by the principal.

PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.

