

RSU #63 Substitute Teacher Job Description

REPORTS TO

Principal

QUALIFICATIONS

- Be of good moral character
- Be at least 18 years of age
- Have at least a High School Diploma
- Satisfactorily complete a Criminal History Records Check
- A certified teacher or educational specialist may serve as a substitute with no time limit, provided that the teaching certificate bears an endorsement for the grade and subject being taught, or the educational specialist certificate is appropriate to the employment. A school administrative unit may consider a waiver if finding candidates that meet the eligibility criteria is difficult.
- A high school graduate may serve as a substitute teacher in emergency situations for no more than 10 teaching days in any one teaching assignment during a school year, regardless of whether the teaching days are consecutive or non-consecutive. A high school graduate may not exceed a total of 60 teaching days as a substitute teacher in any school year in any one school unit.

JOB GOAL

To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible students in the absence of the regular teacher.

PERFORMANCE RESPONSIBILITIES

1. Reports to the building principal or school secretary upon arrival at the school.
2. Guides the learning process toward the achievement of RSU 63 learning goals.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned.
4. Teaches lesson plan as outlined by the absent teacher.
5. Performs all extra duties for the absent teacher as required by the building principal.
6. Meets and instructs assigned classes in the locations and at the times designated.
7. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students. Maintains order in the classroom in a fair and just manner.
8. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

9. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation, pertaining to teacher and students.
10. Assists in implementing all policies and rules governing student life and conduct.
11. Be available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
12. Continuously strives to improve professional competence and collaboration with colleagues and communities.
13. Promotes public relations for the schools' programs and activities.
14. Reports any unusual occurrence or event to the principal or the designated representative immediately.
15. Remains at school during the entire school day unless excused by the principal or the designated representative.
16. Maintains a professional appearance as an example for students.
17. Demonstrates knowledge and incorporates technology in daily tasks, as required.
18. Maintains regular attendance and punctuality.
19. Performs other duties consistent with the position as may be requested by the Principal or Superintendent.

TERMS OF EMPLOYMENT

As needed/called by the district.

Reviewed and Agreed to by: _____
Substitute Teacher (Print Name)

Substitute Teacher (Signature)

Date: _____