



## **Substitute Teacher**

Position Summary: Substitute teachers are responsible for providing instruction and managing classroom environments when the regular teacher is absent. Substitute teachers are required to perform all the duties of the teacher they are replacing.

Classification: Temporary, Non-exempt

Supervised by: LS/US Administration

## **Required Professional Qualities**

It is expected that the Substitute Teacher will...

- Possess a high school diploma or equivalent qualification.
- Have a minimum of 2 years' experience in a similar role preferred.
- Be detail-oriented and able to follow written and verbal instructions.
- Have excellent communication and interpersonal skills.

## **Essential Job Functions**

It is expected that the Substitute Teacher will...

- Adhere to the curriculum and lesson plans assigned by the regular teacher.
- Follow the policies and procedures of the school.
- Oversee students outside of the classroom, including in the hallways and cafeteria.
- Comply with all school regulations and policies at all times.
- Take attendance and document daily notes.
- Ensure the classroom and work are kept clean and orderly.
- Oversee the normal classroom rhythms and activities.
- Compile a report for the teacher to review upon their return.

## **Substitute Teaching Pay Rates**

- \$15/hour (1-2 hours)
- \$60/day (+2 - 4 hours)
- \$115/day (+4 - 7 hours)