

**JOB DESCRIPTION**  
**Cumberland County School District**

**Substitute Teacher**

**Purpose Statement**

The job of a Substitute Teacher was established for the purpose/s of enabling each child to pursue his or her education as smoothly and completely as possible in the absence of the regular teacher.

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**Essential Functions**

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Reports to the building principal or designee for daily assignments.
- Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching day.
- Maintains as fully as possible the established routines and procedures for the school and classroom to which assigned.
- Teaches the lesson outlines as described in the Substitute Teacher's Guide as prepared by the absent teacher.
- Consults, as appropriate, with the building principal, department head, or team leader before initiating any teaching or other procedures not specified in the Substitute Teacher's Guide.
- Assumes responsibility for overseeing pupil behavior in class and during lunch, class change and other break periods.
- Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.

**Other Functions**

Performs other duties as required

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS to operate a variety of automated machines, which include computer, printer, copy machine, telephone, etc.

KNOWLEDGE of policies, procedures, and activities of the School System practices as they pertain to the performance of duties relating to teaching. Is able to effectively communicate and interact with supervisors, teachers, support staff, members of the general public, and students.

ABILITY to read a variety of informational documentation, directions, instructions, and other methods and procedures related to teaching. Requires the ability to learn and understand relatively basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to teaching.

**Responsibility**

Substitute Teachers shall assume the same responsibilities and have the same authority as the regular teacher, including bus duty and playground supervision.

**Working Environment**

The work is often sedentary; however, some lifting, walking, bending, climbing and driving are required.

**Experience**

**Education** Not less than a high school or general equivalency diploma.

**Equivalency** None Specified

**Requirements**

This is a certified or non-certified position.

Minimum of 21 years of age unless currently enrolled in or graduated from an accredited college program.

**Certificates & Licenses**

Valid Tennessee Driver License

**Continuing Educ. / Training**

Substitute Teacher Orientation

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non-Exempt

**Approval Date**

**Salary Grade**