

Guest Teacher (Substitute)

Job Description



Job Title: Guest Teacher (Substitute)

FLSA: Nonexempt

Reports to: Campus Principal

Pay Grade: Substitute Daily Rate

Dept./School: Campus

Calendar Days: 187

Revised: 7.1.2023

Primary Purpose

The Guest Teacher provides students with appropriate learning activities, instruction, and supervision by implementing the lesson plans as directed by the absent teacher, principal, or responsible staff.

Qualifications

Education/Certification:

- 60 college hours, or associate degree
- Bachelor's degree preferred or certification

Special Knowledge/Skills:

- Knowledge of core academic subject assigned
- Knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills

Experience:

- Experience managing groups of students and providing instruction, or related work experience

Major Responsibilities and Duties

Instructional Strategies

1. Implement lesson plans and instructional activities provided by the absent teacher or designated staff
2. Use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to the lesson plans
3. Work cooperatively with teachers to modify curriculum for students as needed or noted in lesson plans

Student Growth and Development

4. Be a positive role model for students; support mission of campus and school district

Classroom Management and Organization

5. Submit attendance reports
6. Implement a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students

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7. Manage student behavior in accordance with the lesson plans, Student Code of Conduct, and student handbook
8. Supervise students at all times
9. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
10. Maintain a clean and orderly classroom and follow the classroom and school procedures as directed by the school
11. Leave notes at the end of the teaching day
12. Report any accidents or incidents

Communication

13. Communicate in a friendly and positive manner towards students, parents, staff, and administrators

Professional Growth and Development

14. Participate in training and activities to improve job-related skills if applicable
15. Comply with all state, district, and school regulations and policies for teachers

Other

16. Follow district safety protocols and emergency procedures

Supervisory Responsibilities

Direct the work of assigned instructional aide(s) if applicable

Work Environment

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; *[P.E. teachers: automated external defibrillator (AED)]*

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.