



LEBANON SCHOOL DISTRICT

Lebanon, Pennsylvania

JOB DESCRIPTION

POSITION: Day-to-Day Substitute Teacher

RATE: Effective April 7, 2025

- \$165 (full day) / \$82.50 (half day) for assignments Monday through Thursday
- \$175 (full day) / \$87.5 (half day) for Friday assignments

REPORTS TO: Building Principal

JOB GOAL: To administer the instructional plans provided by the teacher of record and classroom operation in compliance with instructions of the Administration, pertinent laws, state and federal regulations, and Board of Education Policies.

EDUCATION AND EXPERIENCE

- Bachelor's degree required.
- An understanding of teaching and the duties of a teacher as an educational leader.
- Eligibility to hold a valid emergency permit as issued by the Department of Education, Commonwealth of Pennsylvania.
- Demonstrated ability to work with various groups of people in an educational environment.

AUTHORITY AND RESPONSIBILITIES:

- Responsible for the overall operation and management of the assigned classrooms, students and instruction.
- Effectively direct and manage students, and delegate assignments.
- Report student progress to the classroom teacher.
- Ability to work as an instructional leader and member of a team.
- Exercise good judgment in prioritizing tasks.
- Ability to operate office equipment and to use computer technology efficiently.
- Oversees the activities of a paraprofessional or volunteer if one is assigned to the classroom.
- Works cooperatively with peers to deliver needed instructional programs and services to students.
- In conjunction with the Administration, shall provide for classroom security through the development, implementation and maintenance of a safety plan.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any additional duties requested by the Administration.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. with or without the use of aids.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision.

TERMS OF EMPLOYMENT: The Day-to-Day Substitute Teacher position is assigned on an as needed basis. Jobs are selected on the Frontline system as available.

BENEFITS: No benefits are offered for this position.

The Lebanon School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected.

Employee Name (Print)

Signature

Date