



POSITION TITLE: Substitute Teacher, Non-Dedicated/Dedicated (Includes Non-Degreed, Degreed, Certified-Degreed, Certified-Retired)	CONTRACT LENGTH:
PAY GRADE: varies	REVISION DATE: 07/07/2014
POSITION LOCATION: District-wide (all campuses)	FLSA EXEMPTION STATUS: NE
JOB FAMILY – Academics	STATUS: Part Time

JOB SUMMARY
Responsible for implementing the daily lesson plans in lieu of the regular classroom teacher and performing duties as assigned by the campus Principal, work-location supervisor, or designee. Manage the classroom environment, provide activities, materials, and promote student learning in the absence of the regular classroom teacher.

EDUCATION
A minimum of 60 college hours or Bachelor's degree from an accredited university is required. <i>Valid Texas teaching certificate is preferred.</i>

QUALIFICATIONS
Demonstrated proficiency in subject area preferred.
Knowledge of various routine tasks, duties, and procedures and the ability to follow specific instructions with little or no previous experience.
Strong organizational, communication, and interpersonal skills.
General knowledge of curriculum and instruction.
Ability to instruct students and manage their behavior.

MAJOR DUTIES & RESPONSIBILITIES	
1.	Meets and instructs assigned classes in the locations and the times designated. Assumes the same responsibilities as a regular classroom teacher for students, equipment, materials and facilities. Performs any special duties the classroom teacher may have.
2.	Checks the class roll at the time and in the manner designated by the building principal. Records names, dates or absences, and tardies as instructed.
3.	Maintains the regular routine of the class and follows as closely as practical the lesson plan of study. Works to meet the individual needs, interests, and abilities of the students.
4.	Creates a classroom environment that is conducive to learning and appropriate to the maturing and interest of the students.
5.	Guides the learning process toward the achievement of curriculum goals.
6.	Encourages students to set and maintain standards of classroom behavior conducive to good learning. Maintains a level of discipline in the classroom. Prevents students from leaving the classroom unnecessarily.
7.	Notifies a neighboring teacher if assistance is needed from the principal's office.
8.	Notifies the principal if a student needs medication (only authorized District employees may administer medication).
9.	Notifies the school office, before leaving campus, of any serious problem experienced during the day.
10.	Leaves a summary of work covered in each class and other information pertinent to the teacher. Provides documented information on any student(s) who failed to follow classroom rules of conduct and/or failed to complete work assigned.
11.	Assists the administration in implementing all policies and rules governing student life and conduct.



Tejano Center for Community Concerns
Raul Yzaguirre School for Success
Job Description

12.	Reports on time for any assigned duty. Work through the end of stated sub hours.
13.	Performs other job-related duties as assigned.

APPLICATION PROCEDURE	
Apply Outline	
Please attach Resume and Letter of Interest	