

SPRING HILL SCHOOL DISTRICT



Substitute Teacher

Title	Substitute Teacher
Purpose	The Substitute Classroom Instructor creates a positive learning environment to facilitate the personal, social, and intellectual development of students in the absence of the regular instructor. In order to respond to the individual needs and abilities of students, the Substitute Instructor must work closely with other staff and the administration of U.S.D. 230.
Supervision	Principal, Assistant Principal, and/or Director of Special Education
Benefits	none
Required Qualifications	<ol style="list-style-type: none">1. Bachelor's degree from an accredited college/university preferred, or a high school diploma to qualify for the Emergency License.2. Current Kansas State Teaching License or Emergency Substitute License on file in the central office.3. Health and Inoculation Certificate on file in the central office.4. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.5. Desire to continue career improvement
Physical Requirements & Conditions	<ul style="list-style-type: none">• Requires prolonged sitting or standing.• Occasionally requires physical exertion to manually move, lift, carry, pull, or push objects or materials.• Occasional stooping, bending, and reaching.• Must work indoors and outdoors year-round.• Must work in noisy and crowded environments.
General Responsibilities	<ul style="list-style-type: none">■ Facilitate the personal, social, and intellectual development of students.■ Maintain a positive learning environment and respond to the individual needs of students.■ Ensure that all activities conform to district guidelines.■ Communicate effectively with all members of the school district and community.■ Work effectively with community organizations.■ React to change productively and handle other tasks as assigned.■ Support the value of an education.■ Support the philosophy and vision of U.S.D. No. 230.
Essential Functions	<ul style="list-style-type: none">• Implement effective lessons in the absence of the regular Instructor.• Follow lesson plans made by regular Instructor.• Motivate students through effective communication and evaluative feedback.



- Demonstrate awareness of the needs of students and provide for individual differences.
- Set high expectations for student achievement and behavior.
- Establish and maintain a positive climate for learning through appropriate classroom management.
- See that district policies are observed during all activities.
- Obtain advance approval of the regular Instructor and Principal for all activities.
- Inform administration immediately of any condition which jeopardizes the health, safety, or orderly delivery of educational services.
- Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- Other duties as assigned by the Principal, or other Administrative Staff.

1/20/2022