

	Aberdeen Catholic School System
	Substitute Teacher Job Description 005.14

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Substitute Teacher

EMPLOYMENT TERMS: According to School Calendar

REPORTS TO: Building Principal(s)

REQUIREMENTS:

- A. Education Level: High School Diploma
Post High School Course Work
- B. Education Level Desired: Bachelor's degree or beyond and a current, valid South Dakota teaching certificate.
- C. Experience Desired: Work with children.
- D. Other Requirements: Demonstrated skills in human relations, leadership and conflict management. Ability to communicate effectively and relate well with students, and school personnel. Maintain a high degree of confidentiality.
- E. Physical Requirements: Possess sufficient strength, agility, dexterity, and mobility to carry out all responsibilities.

Substitute teachers shall be defined in two categories as set forth below:

1. A "*certified teacher substitute*" is a teacher who has completed an approved course of study as a teacher and currently holds a valid teaching certificate or an expired teacher certificate.
2. A "*non-certified teacher substitute*" is a person without teacher training, who has not completed an approved course of study as a teacher that would lead to eligibility to hold state approved teacher certificate. Non-certified teacher substitutes may teach no more than five (5) days consecutively in any one classroom or subject. The Dean or his/her designee may approve or disapprove the extension of days of service to the school system.

ESSENTIAL FUNCTIONS AND DUTIES

- Support the mission of the Aberdeen Catholic School System: Instilling Catholic values and promoting academic excellence by nurturing mind, body, and soul.
- 1. On days of inclement weather or other unforeseeable circumstances that shorten a school day, substitute teachers will be paid for the total amount of time they were assigned for that day.
- 2. All substitutes will be paid an hourly rate based upon the substitute pay schedule.
- 3. Substitute personnel must report to the Principal's office at the beginning of each assignment.
- 4. Hours will be 7:45 a.m. – 3:45 p.m., unless otherwise arranged with the Principal.
- 5. The substitute should follow the classroom teacher's plan and complete all daily work including correcting of papers. If the substitute's assignment continues, it will be necessary for the substitute to study the general plans of the teacher and prepare plans for the next day similar to those left by the teacher.
- 6. Substitute teachers must attend and participate in all school activities and perform all of the duties of the classroom teacher.
- 7. Information regarding lesson plans and student progress should be left after the teaching assignment has been completed. This will help the regular teacher to know what has been achieved during the absence.

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