



**ROCKWALL INDEPENDENT SCHOOL DISTRICT**  
**Substitute Teacher**  
**Employee Job Description**

**JOB TITLE:** Substitute Teacher  
**REPORTS TO:** Campus Principal/Director of Human Resources  
**SCHOOL:** Assigned Campus  
**DATE REVISED:** 05/02/14

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**PRIMARY PURPOSE:**

Responsible for managing an assigned classroom for a teacher's absence.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor's degree preferred; Texas teaching certificate desired  
High school diploma or equivalent required

**Special Knowledge/Skills:**

General knowledge of curriculum and instruction  
Ability to instruct students and manage their behavior  
Ability to understand and carry out verbal instructions  
Ability to maintain emotional control  
Ability to communicate effectively

**Experience:**

Experience as a classroom teacher or substitute teacher highly desired.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Follow lessons developed by the classroom teacher and present in a manner that students understand.
2. Create a classroom environment conducive to learning and appropriate to the maturity and interest of students.
3. Establish and maintain control in the classroom and administer discipline in accordance with board policies, administrative regulations, and campus policies and rules.
4. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
5. Maintain a cooperative, professional relationship with all colleagues, students, parents and community members.
6. Use acceptable communication skills to present information accurately and clearly.
7. Comply with all district policies as indicated in the Rockwall ISD Substitute Handbook.
8. Maintain prompt and regular attendance for each substitute assignment.
9. Perform other tasks and duties as assigned.

## **WORKING CONDITIONS:**

**Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment

**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 text books and classroom equipment

**Environment:** May work or outside; regular exposure to noise

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

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*The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.*

*This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.*

*Rockwall ISD is an equal opportunity employer*