



JOB TITLE: Substitute Teacher
REPORTS TO: Campus Principal/Director of Human Resources
SCHOOL: Assigned Campus
DATE REVISED: 6/20/2024

PRIMARY PURPOSE: Manage 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

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.

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