

**SUBSTITUTE TEACHER**

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<b>TITLE:</b>	Substitute Teacher
<b>REPORTS TO:</b>	Building Principal
<b>SUPERVISES:</b>	N/A
<b>JOB FUNCTION:</b>	To enable each child to pursue his/her education as smoothly and completely as possible in the absence of the regular classroom teacher.

**DUTIES AND RESPONSIBILITIES:**

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- Reports to the building principal or school secretary upon arrival at the school building.
- Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching day.
- Maintains as fully as possible the established routines and procedures of the school and classroom to which he is assigned.
- Teaches the lesson outlined and described in a lesson plan book prepared by the absent teacher.
- Consults, as appropriate, with the building principal, department head, or team leader before initiating any teaching or other procedures not specified in the absent teacher's lesson plan.
- Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
- Reports in writing with notes left for the absent teacher the assignments made and comments regarding student behavior.
- Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates. Refer to ***SUBSTITUTE TEACHER HANDBOOK*** for specific guidance.

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**DUTIES AND RESPONSIBILITIES (CONT.):**

- Maintains regular attendance
- Performs other duties as assigned

**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**EDUCATION AND EXPERIENCE:**

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- Minimum requirements: 64 College Hours or a Bachelor's Degree and a 2.5 G.P.A. for Kentucky Emergency Certification for Substitute Teaching or a Bachelor's Degree with valid Kentucky Teaching Certification.

**LICENSES AND OTHER REQUIREMENTS:**

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- Valid Kentucky Teaching Certification for area and grade level of assignment or a valid Kentucky Emergency Certification for Substitute Teaching (not available for long-term assignments).

*Original Date:* \_\_\_\_\_  
*Revision Date:* 01/1995  
*Revision Date:* 02/1998  
*Revision Date:* 07/2012