

VALLE LINDO SCHOOL DISTRICT

POSITION: Substitute Teacher

Substitute teachers are expected to be prompt and reliable, appropriately dressed and groomed and follow all Valle Lindo School District policies and guidelines. They must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students. The ability to maintain effective classroom management strategies is also required.

Basic Responsibilities:

- Maintain and respect confidentiality of student and school personnel
- Maintain discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with school and county policies
- Provide adequate supervision to assure health, welfare, and safety of all students
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Report to the office upon arrival at school; check mailbox of absent teacher for materials requiring immediate attention; request clarification of school rules and procedures, if necessary
- Report all student injuries, accidents, illnesses, and discipline problems to the site administrator immediately or as soon as is reasonably possible
- Implement and follow lesson plans
- Dismiss all students from the classroom before leaving the building
- Return instructional materials, equipment, and keys to the proper place
- Support and follow school and district regulations and policies
- Model non-discriminatory practices in all activities
- Perform other related duties as assigned by the site administrator(s) in accordance with school/division policies and practices