

**MADISON COUNTY SCHOOL SYSTEM**

**JOB DESCRIPTION**

TITLE: Substitute Teacher

**QUALIFICATIONS:**

1. High School diploma or GED, as a minimum
2. Substitute Training Certificate (4-hour class) or Georgia teaching certificate
3. Substitute Teachers receiving their certification in training other than Madison County School System must have an additional (1 hour) training

REPORTS TO: School Principal/Director of Human Resources

JOB GOAL: To enable each child to pursue his or her education as smoothly and completely as possible in the absence of the regular teacher.

**PERFORMANCE RESPONSIBILITIES:**

1. Reports to the building principal or school secretary upon arrival at the school building.
2. Maintains the confidentiality of students and the school.
3. Reports suspected child abuse or other such problems to the school administration.
4. Reports any accidents or other mishaps involving students or other employees to the school administration in a timely manner.
5. Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned.
6. Teaches the lessons outlined and described as prepared by the absent teacher or other school personnel.
7. Consults as appropriate, with the building principal, department head, or team leader before initiating any teaching or other procedures not specified in the Substitute Teacher’s Lesson Plan.
8. Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
9. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
10. Maintains the high level of professionalism as defined by The Code of Ethics for Educators.
11. Is regular, dependable and punctual in attendance.
12. Carries out particular duties as assigned by the school administrator on an as needed basis.

TERMS OF EMPLOYMENT: As needed on a daily basis. Salary to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board of Education by school level administrators and Director of Human Resources.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_