DATE REVISED 06/11/2025

Job Title: Substitute Teacher **Wage/Hour Status:** Daily Rate (please see web for rate)

Reports to: Principal **Dept./School:** Campus of Choice

Primary Purpose:

Provide students with appropriate learning activities and experiences during the absence of their teacher for a day or extended period of time. You will be required to follow lesson plans, keep students motivated, and work toward educational goals while following appropriate behavior guidelines.

Qualifications:

Education/Certification:

- Completed a minimum of 60 college credit hours (as documented by official college transcripts) or an associate degree.

Special Knowledge/Skills:

- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Ability to follow instructional lesson plans for students

Major Responsibilities and Duties:

- Follow lesson plans that fulfill the requirements of the district's curriculum
- Manage student behavior
- Provide activities, materials, and equipment for each lesson as directed by the lesson plans
- Modify curriculum for students as directed by the lesson plans
- Use technology as directed by the lesson plans
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Maintain extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student Instructional Strategies
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Work with other staff members to implement instructional goals, objectives, and methods according to district requirements.
- Maintain a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Be a positive role model for students and support mission of school district
- Assume responsibility for duties and activities

Other:

- Maintain Confidentiality
- Other duties as assigned

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Posture: Prolonged sitting. Occasional bending/stooping, pushing/pulling and twisting

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work is performed in an office/classroom setting; may require occasional irregular and/or prolonged hours

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Duties are subject to change. All EISD employees are expected to maintain an extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPPA) for employee and student information.