

Job Description

Job Title:	Substitute
Reports To:	Principal or Assistant Principal
Salary Scale:	Hourly Rate
FLSA Status:	Nonexempt

1. Complete a Substitute Application Online
2. Schedule an interview with a school principal. Bring a current resume that clearly identifies your experience, qualifications, and degrees directly relate to teaching. If applicable, provide a copy of a valid teaching license for your file.
3. Once approved by a principal, applicants must complete the background check, receive the TB test form, and complete paperwork associated with payroll. Please bring a check to the school board office made payable to **Augusta County Public Schools** in the amount of **\$35** to cover the fingerprinting and background check.
4. Applicant's social security card must be presented for Affordable Care Act identification. Bring an additional form of identification (valid driver's license, passport, birth certificate) for I-9 verification.
5. The background check must clear before applicant is called to work.
6. After completing the steps listed above, applicants may contact principals at other Augusta County schools to indicate interest in substituting at their location.

GENERAL DEFINITION AND CONDITIONS OF WORK

Provides assistance to the school in the absence of the teacher; performs related tasks as required and directed by lead teachers, department chairs or administration; carries out particular routine duties and responsibilities of the instructional program as provided in the lesson plans.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but not limited to, the following functions/tasks:

- Reliable attendance and prompt arrival time.
- Maintains and respects confidentiality of student and school personnel information;
- Delivery of instruction to students;
- Carries out instructional plans as designated by the classroom teacher(s) and if appropriate, students' Individual Educational Plans (IEPs);
- Assists students, individually and in groups, with lesson assignments to reinforce learning concepts;
- Maintains pleasant and orderly classroom environment (e.g., maintains instructional materials, designs bulletin boards, assists teacher and/or students in clean-up activities, etc.);
- Maintains a classroom management policy that fosters a safe and positive environment for all students and staff;
- Assists in ensuring the adequate safe supervision of all students;

- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Assists the regular teacher(s) in grading student work as directed;
- Assists the teacher(s) in related instructional activities (e.g., field trips, library, assembly, etc.) as directed;
- Assists in ensuring the safe and proper physical movement of students from one learning environment to another;
- Assists in the proper maintenance of students' records, under supervision and/or direction of classroom teacher and/or building administrator(s);
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Performs other duties as assigned by classroom teacher(s) or building administrator(s) in accordance with school/division policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to work cooperatively with others in a positive manner; ability to learn and use specialized instructional/management techniques as needed; ability to communicate and develop effective working relationships with students, parents, administrators, and staff.

EDUCATION AND EXPERIENCE

Education equivalent to graduation from an accredited high school or General Education Development Certificate (GED).

SPECIAL REQUIREMENTS

Candidate must possess good moral character.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas. Frequent walking, standing, sitting, stooping, lifting up to 30 pounds and occasional lifting of equipment, materials, and/or students up to 60 pounds may be required. Occasional lifting, movement, and transferring of students may be required. Occasional movement of students by wheelchairs and other mechanical devices may be required. Other limited physical activities may be required. Occasional travel with students on field trips may be necessary. Occasional attendance to parent conferences, building-level meetings, and division wide meetings and training activities beyond normal assigned hours may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, and hazards. Daily personal close contact with students to provide classroom management and learning

environment support is required. Regular contact with staff members and administrators is required. Contact with parents and medical professional may be required.

EVALUATION (if needed)

The building administrator(s), with collaboration from the classroom teacher(s), will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.