

KAPS Job Description

Substitute Teacher

SUMMARY:

Supervise the daily activities of assigned students and perform the classroom duties of the regular teacher/aide as appropriate.

BASIC DUTIES AND RESPONSIBILITIES:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties and responsibilities noted herein, however, this list represents examples only, and is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Model core organizational beliefs and values; communicate openly and effectively.
- Reports to the principal or campus designee upon arrival, 15 minutes before the official school opening.
- Reviews with the principal, team leader, department head, etc. all lesson plans and schedules to be followed for that day.
- Implements the lesson plans that are left by the teacher.
- Assumes responsibility for overseeing pupil behavior in class and during duty time and recess periods.
- Manages student behavior in accordance with Student Code of Conduct, student handbook and campus expectations.
- Takes all necessary reasonable precautions to protect students, equipment, materials, and facilities.
- Writes a note about work completed at the end of each teaching day and leaves it for the regular classroom teacher.
- Reports to the campus principal or campus designee at the conclusion of the teaching day concerning any problems, instructions to the returning teacher, etc.
- Performs all extra duties for absent teacher as required by Campus Principal or Campus designee
- Utilize effective communication skills to present information accurately and clearly.
- Establish and maintain professional communication with parents, students, and district personnel; ensure that all interactions are supportive, courteous, and respectful. • Comply with all policies, operating procedures, legal requirements, and verbal and written directives.
- Perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Supervise students

SKILLS AND KNOWLEDGE:

- Ability to instruct students and manage their behavior
- Strong organizational, communication, and interpersonal skills
- Ability to be patient, flexible and versatile
- Basic technology competencies
- Model good moral standards

QUALIFICATIONS:

- High School diploma or GED to substitute for an Aide
- High School diploma or GED and 30+ college hours from an accredited college/university preferred.
- Bachelor's degree and appropriate certification required for long-term assignments
- Experience working with children and young adults preferred

All applicants must also meet these additional requirements:

1. Be proficient in reading, writing and speaking the English language
2. Be at least 21 years of age to be eligible for high school teaching assignments.
3. Fingerprinting as required by State of Texas (fingerprint fee **may** be reimbursable, ask me how)