

George County School District Substitute Employee

APPROVED

APR 07 2023

G C SCHOOL BOARD



Job Purpose

The primary purpose of this multi-faceted substitute role is to ensure the seamless continuity of school operations by providing reliable, high-quality support across instructional, administrative, transportation, and maintenance departments.

Knowledge, Skills, and Abilities

Substitute Teacher

Classroom Management: Ability to maintain order and discipline in a classroom using positive reinforcement and school-established rules.

Instructional Delivery: Ability to follow written or oral lesson plans and explain concepts clearly to students of various grade levels or subjects.

Flexibility: Ability to adapt to different classroom environments, schedules, and student needs on short notice.

Professionalism: Ability to maintain a neutral, professional demeanor and handle sensitive student information confidentially (FERPA).

Communication: Strong verbal and written communication skills to interact effectively with students, staff, and provide feedback to returning teachers.

Interpersonal Skills: Ability to work with diverse groups of students and staff, including students with special needs, and establish cooperative working relationships.

Technology Skills: Ability to use computers and software applications (e.g., Word, Excel) for instructional or reporting purposes.

Safety Awareness: Knowledge of procedures to ensure student safety and welfare during classroom and school activities.

Substitute Clerical

Office Management: Ability to perform general clerical duties such as filing, data entry, answering phones, and handling school correspondence.

Technology Skills: Proficiency with office software, including Word, Excel, email, and district-specific databases.

Professionalism: Ability to maintain confidentiality of student, staff, and administrative information.

Communication: Strong verbal and written communication skills to interact with staff, parents, and students as needed.

Organization: Ability to prioritize tasks, manage time effectively, and maintain accurate records.

Flexibility: Ability to adapt to different office environments, tasks, and schedules on short notice.

Substitute Bus Driver

Vehicle Operation: Ability to safely operate school buses in compliance with state and federal transportation regulations.

Safety Awareness: Knowledge of and adherence to student safety procedures, traffic laws, and emergency protocols.

Professionalism: Ability to maintain a neutral, calm, and professional demeanor while managing student behavior on the bus.

Communication: Effective verbal communication with students, parents, and school staff regarding route information or incidents.

Problem-Solving: Ability to respond appropriately to mechanical issues, route changes, or student emergencies.

Flexibility: Ability to work different routes and schedules as needed.

Substitute Janitor

Cleaning and Maintenance Skills: Knowledge of cleaning techniques, custodial procedures, and use of cleaning equipment and chemicals safely.

Safety Awareness: Ability to follow safety procedures, proper handling of hazardous materials, and emergency protocols.

Organization: Ability to prioritize tasks, maintain a clean and safe environment, and manage supplies effectively.

Professionalism: Ability to maintain discretion and professionalism while working in student and staff areas.

Flexibility: Ability to adapt to different buildings, schedules, and cleaning assignments as needed.

Problem-Solving: Ability to identify and address maintenance or cleanliness issues promptly.

Minimum Qualifications

- Education: High School Diploma or GED required for clerical & teacher assignments; post-secondary education preferred.
- Background Clearance: Must pass a comprehensive criminal background check and fingerprinting.
- Training: Completion of district-approved substitute teacher orientation or training program.

Duties and Responsibilities

- Demonstrates prompt attendance.
- Utilize appropriate procedures to ensure student safety and welfare.
- Implement teacher-prepared lesson plans and instructional materials to engage students in productive learning.
- Maintain classroom order, manage student behavior, and use positive behavior management strategies.
- Supervise students in classrooms, hallways, cafeterias, and during transitions or outdoor activities.
- Accurately record attendance, track student progress, and provide a summary of the day for the returning teacher.
- Maintain an organized and safe classroom environment and ensure school property and equipment are used appropriately.
- Follow all school safety and emergency procedures, including fire drills, lockdowns, and medical emergencies.
- Assist with other school duties as assigned, such as bus duty, lunch duty, or hall monitoring.
- Treat students with courtesy and respect and help uphold school rules, administrative regulations, and board policies.
- Maintain confidentiality of student information, progress, and behavior.
- Participate in required meetings or trainings as directed.
- Limited travel to and from school sites or meetings may be required.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports to: Building Administration

Terms of Employment: At-Will / As Needed

Supervises: N/A

FLSA Status: Non-Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

Employee's Printed Name

Employee's Signature & Date

Supervisor's Signature & Date