

Oneida Special School District

Job Description

Position Title:	Substitute Teacher
Reports To:	Principal
Job Goal:	To enable each child to pursue their education as smoothly and completely as possible in the absence of their regular teacher.
Term of Employment:	Contacted when needed

Responsibilities: (Include but are not limited to)

- Know and follow all school board policies.
- Report to the principal or his designee upon arrival at the school.
- Review with the teacher, principal, department head or team leader all plans and schedules to be followed during the school day.
- Follow the established routine and schedules of the classroom.
- Follow the lesson plans and procedures provided by the regular classroom teacher.
- Consults with the building principal before initiating any teaching or other procedures not specified in the teacher's plan book.
- Assumes responsibility for overseeing student behavior.
- Provides reports as required by the teacher and/or principal.
- Maintains confidentiality of student information.
- Perform any and all other duties as assigned by the Principal.
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.

Qualifications:

- High school diploma or GED minimum, Bachelor's degree from an accredited institution or a valid Tennessee teaching license is preferred.
- Completion of background check, fingerprinting, physical, and drug screen.
- Completion of substitute teacher preparation program.
- Ability to interpret policies as related to job functions.
- Demonstrate effective organizational skills.
- Possess good oral and written communication skills.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to perform any physical duties assigned with this position (e.g., lifting up to 50 pounds on a regular basis, sitting for long periods of time, walking, seeing, standing for extended periods of time, etc).