

WISHRAM SCHOOL DISTRICT
Job Description

TITLE: EMERGENCY SUBSTITUTE TEACHER

QUALIFICATIONS:

A minimum of a Bachelor's degree and must hold a Washington State Emergency Substitute Teacher Certificate.

REPORTS TO: Principal

JOB GOAL: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women in the absence of the regular teacher.

PERFORMANCE RESPONSIBILITIES:

- Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, and projects and to communicate these objectives to students, as adopted by Wishram School District.
- Reports to the building principal or school secretary upon arrival at the school.
- Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned.
- Teaches lesson plan as outlined by the absent teacher.
- Performs all extra duties for the absent teacher as required by the building principal.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Implements all rules and regulations, policies and administrative guidelines as adopted by the Wishram School District.
- Maintains a professional appearance as an example for students.
- Performs other duties consistent with the position as may be requested by the Principal or Superintendent.

TERMS OF EMPLOYMENT

- Substitute Teacher: As needed/called by the district.