

Tri-County Area School District  
Plainfield WI

Job Description

JD TEA 508  
Updated: September 2009

**Position Title :**        **Substitute Teacher (Certified and Non-Certified)**

**Qualifications:**

- Must possess a valid Wisconsin teaching license or substitute teacher permit from the Department of Public Instruction. Must be certified at the grade level or content area to be a long term sub.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.

**Immediate Supervisor:**                Building Principal

**Position Function:**                    A substitute teacher is responsible for enabling each child to pursue his/her education as smoothly and completely as possible in the absence of his/her regular teacher.

**Specific Responsibilities:**

1. Adheres to all policies, rules and procedures to which regular teachers are subject and which good teaching practices dictate.
2. Remains in assigned classroom until all students have been dismissed for the day.
3. Assumes responsibility for overseeing pupil behavior in class and surrounding areas.
4. Reviews with the principal, team leader, and department head, all plans duties, and schedules to be followed during the teaching day.
5. Teaches the lessons outlined by the absent teacher.
6. Consults with the building principal before initiating any teaching or other procedures not specified in the absent teacher's lesson or unit plan.
7. Maintains as fully as possible the established routines and procedures of the school and classroom to which she/he is assigned.
8. Writes a note about work completed at the end of each teaching day, and leaves it for the regular classroom teacher.
9. Verifies with the school secretary or principal that his/her attendance is accurate.
10. Assumes any other reasonable duty or assignment made by the principal or his designee.

**Evaluated by:** Building Principal