

Columbus Catholic Schools

Job Description



Job title	<i>Substitute Teacher</i>
Reports to	<i>Principal</i>

Duties and responsibilities

- Teaches scheduled classes.
- Assumes all duties and responsibilities of the absent teacher.
- Follows the teacher's written lesson plans. Consults with the principal and/or staff to resolve questions and/or concerns.
- Complies with all building procedures and schedules. Makes the absent teacher aware of special situations and problems encountered.
- Follows all administrative procedures.
- Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code. Intervenes and/or reports concerns to an administrator.
- Works cooperatively with staff.
- Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Take precautions to ensure staff/student safety. Does not leave students unattended.
- Supervises non-classroom duties when assigned
- Accepts personal responsibility for decisions and conduct.
- Performs other specific job-related duties as directed.
- May include working with students with special needs

Qualifications

- Bachelor's degree
- Ability to take early morning calls for same day positions

Physical requirements

- None

Employee (PRINT)

Date

Employee Signature

Date

Administrator Signature

Date