

# Cerro Gordo CUSD #100

## Job Description: Full-Time District Substitute Teacher (PK-12)

TITLE: Full-Time Substitute Teacher

QUALIFICATIONS: Must hold a valid Substitute Teaching License or Short-Term Substitute License registered with the Macon-Piatt Regional Office of Education (ROE #39)

REPORTS TO: Building Principals

JOB GOAL: To provide quality instruction and continuity of service for students in the event of educator absences. To assist the staff and students in daily activities when substitute services are not required.

### PERFORMANCE RESPONSIBILITIES:

1. Review and implement daily lesson plans left by the classroom teacher to ensure student learning continues without interruption.
2. Efficiently transition between various grade levels (Pre-K through 12th Grade) and subject areas based on daily district needs.
3. Maintain a safe, positive, and productive learning environment. Establish clear expectations for student behavior utilizing positive reinforcement.
4. Assist students individually or in small groups to help them understand concepts and complete assignments.
5. Maintain confidentiality regarding student and staff information. Follow all school policies, routines, and safety procedures.
6. Work collaboratively with building principals, administrative staff, and fellow educators to meet the daily needs of the school community.
7. Report to school daily and work in assigned capacity in the support of educational services when substitutes are not needed. (Assist in classrooms, cafeteria, playground, and with special activities).