



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

- POSITION TITLE:** Substitute Teacher
- QUALIFICATIONS:** Successful completion of 60 college credits. Must have current Missouri Teaching certificate or valid Substitute certificate.
- REPORTS TO:** Principal and/or Asst. Superintendent Human Resources
- TERMS OF EMPLOYMENT:** Daily contracted services for the current school year.
- JOB GOAL:** Assist students in learning the appropriate subject matter and skills as designated by the lessons plans of the teacher.

KEY FUNCTIONS:

1. Maintain a positive learning environment and respond to the individual needs of the students.
2. Implement effective lessons in the absence of the regular Instructor.
3. Ensure that district policies are observed during all activities.
4. Create a safe classroom environment that is conducive to learning.
5. Keep all children in the classroom under supervision at all times.
6. Be familiar with fire exits, fire drill procedures, severe storm and tornado warning procedures. Review notes for the day, take attendance and follow the lesson plans of the teacher.
7. Maintain confidentiality as defined by the Family Educational Rights and Privacy Act (FERPA).

8. Demonstrate the ability to adapt to circumstances. Exhibit good judgment and use appropriate language or behavior while on assignment.
9. Report for duty 30 minutes early and remain on duty for the entire assignment, including planning time of the teacher.

OTHER JOB FUNCTIONS:

1. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
2. Maintains accurate, complete, and correct records as directed by the teacher's instruction.
3. Other duties as assigned by the Principal, or the Substitute Office