



SUBSTITUTE

JOB SUMMARY

Substitutes are those who fill temporary vacancies created when teachers, teaching assistants or secretaries are absent or on leave from the workplace.

QUALIFICATIONS

- High School Diploma or GED
- Qualified substitutes may be licensed or non-licensed.
 - Licensed – State-issued teaching certificate
 - Non-licensed – Transcript or diploma with the highest level of education
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

ESSENTIAL FUNCTIONS/JOB DUTIES

- Report to Principal.
- Follow all Knox County Board of Education policies and state and federal laws.
- Maintain individual account in the Frontline Absence Management System to accept substitute positions and ensure accuracy of days worked.
- Establish and maintain satisfactory, respectful working relationships within the school environment.
- Manage the classroom effectively to encourage student participation, minimize distractions, and maintain a positive learning environment.
- Supervise students both in and out of the classroom.
- With the exception of discipline, substitute teachers will assume the same responsibilities as the regular teacher, including bus duty and other supervisory assignments.
- In order to make the work of the substitute teacher as satisfactory as possible, the regular teacher will provide:
 - Daily schedule (academic and supervisory)
 - Class rolls
 - Lesson plans and other information for the day's activities
- Follow lesson plans provided by the regular teacher to create a cohesive and consistent learning experience for students. (In case of emergency when plans are not provided, the principal should be made aware of the situation. The substitute will be provided with lesson plans for the day.)
- Record attendance according to school policy.
- Keep track of student progress in order to complete a Substitute Teacher Report Form for the regular classroom teacher.
- Employees drawing TCRS retirement may substitute unlimited days provided that the additional days would not cause the retiree's salary to exceed the salary rate set by the school system for substitute teachers filling similar vacant positions. They must be retired for 60 days before they return to work.
- Substitute teachers who perform below an acceptable level shall not be recommended for continuing service.
- Perform other duties as assigned.