

Waco Independent School District
JOB DESCRIPTION

Job Title:	Substitute <u>Teacher</u>	Wage/Hour Status:	At Will
Reports To:	Campus Administrator and/or Human Resources Administrator	Pay Grade/Days:	Substitute Scale/226
Dept./School:	Administration Bldg.	Date Revised:	July, 2016

Primary Purpose:

Manages student learning in accordance with the goals and directives of the school district.

Qualifications:

Education/Certification:

- Professional: 40+ College hours, or Bachelor's degree, Teacher Certification (optional)
- Attend an orientation/training session
- Possess good moral character

Special Knowledge/Skills:

Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students.

Ability to maintain effective classroom management strategies.

Effective organizational, communication, and interpersonal skills.

Ability to exercise self-control when dealing with students.

Major Responsibilities and Duties:

1. Follows the teacher's written lesson plans. Consults with the principal and/or staff to resolve questions and/or concerns.
2. Complies with all building procedures and schedules. Promotes the proper use and care of school property.
3. Teaches scheduled classes. Prepares a written summary of work completed. Makes the absent teacher aware of special situations or problems encountered.
4. Upholds board policies and follows administrative procedures.
5. Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code.

6. Works cooperatively with other teachers.
7. Maintains accurate records and submits report on time.
8. Respects personal privacy. Maintains the confidentiality of privileged information.
9. Maintains acceptable attendance record and is punctual.
10. Performs other specific job-related duties as directed.
11. Ability to effectively function on the substitute management system, TEAMS Substitute Service Center via telephone/online.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress, work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment. May be required to lift and position students with physical disabilities, control behavior through physical restraint when necessary and justified and assist non-ambulatory students. May be exposed to biological hazards.

The Waco Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner. For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Executive Director of Human Resources at 254-755-9473 and/or Waco ISD Director of Athletics, at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Executive Director of Human Resources at 254-755-9473. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Section 504 Coordinator at 254-755-9473 or; P.O. Box 27, Waco, TX, 76703.

El Distrito Escolar Independiente de Waco como un proveedor de igualdad de oportunidades educativas y como el empleador no discrimina en base de la raza, color, origen nacional, género, religión, edad, incapacidad, o por la información genética en los programas educativos o en las actividades que dirige o en los asuntos de empleo. El Distrito es requerido por el Título VI y el Título VII de la Ley de Derechos Civiles de 1964, según enmendada, el Título IX de las Enmiendas de Educación de 1972, la Ley de Discriminación por Edad de 1975, según enmendada, la Sección 504 de la Ley de Rehabilitación de 1973, la Ley de Estadounidenses con Discapacidades, así como la Política del Consejo Escolar de no discriminar de tal manera. Para obtener información o para quejarse respecto al cumplimiento de los requisitos de no discriminar del Título IX, póngase en contacto con el/la Director(a) Ejecutivo(a) de Recursos Humanos del Distrito Escolar Independiente de Waco al 254-755-9473 y/o con el/la Director(a) de Atletismo del Distrito Escolar Independiente de Waco al 254-745-2250. Para obtener información o para quejarse respecto al cumplimiento de los requisitos de no discriminar del Título VI y del Título VII, según enmendada, póngase en contacto con el/la Director(a) Ejecutivo(a) de Recursos Humanos del Distrito Escolar Independiente de Waco al 254-755-9473. Para obtener información o para quejarse respecto al cumplimiento de los requisitos de no discriminar de la Sección 504 o de la Ley de Rehabilitación de 1973, según enmendada, póngase en contacto con el/la Coordinador(a) de la Sección 504 del Distrito Escolar Independiente de Waco al 254-755-9473 o; P.O. Box 27, Waco, TX, 76703.