

Substitute Teacher

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Substitute Teachers

**Department:** Instruction

**Job Description**

**Date Reviewed:** January 2024

**Reports To:** Director of Classified Employment

**Purpose of Job**

To follow and implement lesson plans, provide quality instruction as well as a safe and orderly environment in the absence of the regular classroom teacher.

**Essential Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Meets and instructs assigned classes in the locations and at the times designated.

Accurately follows daily schedule established by the classroom teacher.

Implements a planned program of study designated by the classroom teacher.

Provides accurate information and instruction in regards to the content as designated by the classroom teacher.

Communicates clear outcomes for all lessons, class work, and projects as assigned by the classroom teacher.

Maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.

Familiarizes self with and implements established rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.

Assigns and collects student work as instructed by the classroom teacher.

Communicates with the classroom teacher essential information in regards to the students and day of absence.

Familiarizes self with the school building, policies, procedures, and personnel.

Establishes and maintains cooperative interactions with other school personnel.

Serves as a model for the district's mission, vision and goals.

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Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Maintains confidentiality and compliance with student Individualized Education Programs and 504 Plans as required by law, district policy, and administrative regulation.

Maintains a standard of performance and conduct as required by state, law, local board of education and community expectations.

Maintains professionalism in all interactions with students, school personnel, parents, and community members.

### **Additional Job Functions**

Performs other duties as required.

### **Evaluation:**

Performance evaluation may include but is not limited to classroom observations by the Substitute Program Manager and/or school administrator or designee; Classroom teacher completion of Substitute Evaluation checklist.

### **Minimum Training and Experience Required to Perform Essential Job Functions:**

- A High School Diploma or equivalent
- Completion of required Substitute Teacher Orientation Training

### **KNOWLEDGE OF JOB**

Considerable knowledge of the policies, procedures, and activities of the school system, and supervisory practices as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;

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- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**