

# Clarksville Christian School

## Substitute Teacher Job Description

**Job Title:** Substitute Teacher

**Reports To:** Administration

**FSLA:** Non-Exempt

**Pay Range:** Hourly Rate of Pay

**Work Days:** Based on Need

### **BASIC FUNCTION:**

Performs regular teacher's class plan while the teacher is absent.

### **REPRESENTATIVE DUTIES:**

The duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Reports to the principal or school secretary upon arrival at the school
- Communicates, collaborates, and cooperates with colleagues, supervisors, and students
- Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned
- Assumes the responsibilities for instructing classes when a teacher is absent
- Assumes other responsibilities for that teacher during the time the teacher is absent
- Assumes responsibility for overseeing pupil behavior in class and during lunch and other activities
- Consults, as appropriate, with the principal or department or grade level head, before initiating any teaching or other procedures not specified in the lesson plans
- Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent
- Provides for individualized and small group assistance for students as indicated by lesson plans
- Follows all individual school policies, rules and procedures to which regular teachers are subject and which good teaching dictates
- Any other duties as assigned

### **KNOWLEDGE AND ABILITIES:**

The knowledge and abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence required by the job
- Understand and conform to all rules of punctuation, grammar, diction and style
- Speak to individuals or groups of people with poise, voice control and confidence
- Respond adequately to inquiries or complaints
- Write using standard convention in all languages required by the job
- Apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- Apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- Communicate effectively and efficiently using whatever communication device or system is required
- Use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- Deal with people beyond giving and receiving instructions
- Perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- Be sensitive to cultural differences among individuals and groups of persons
- Operate/use a variety of automated office machines and other office equipment

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- Operate/use a variety of printing/graphic arts machines
- Operate/use a variety of audiovisual/electronic machines and devices
- Operate/use a variety of communication machines/equipment/devices
- Operate/use a variety of job specific machines/equipment

**\*Any other duties required by the administration**

### **EDUCATION AND EXPERIENCE:**

The experience described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

### **LICENSES AND OTHER REQUIREMENTS:**

The requirements described here are representative of those that must be met by an employee to be in compliance with the Tennessee Bureau of Investigation (TBI).

- Valid State driver's license.
- Current TB test on file
- Background Check
- Fingerprint Clearance

### **FAITH REQUIREMENTS:**

The requirements described here are representative of those that must be met by an employee of Clarksville Christian School.

- Statement of Faith
- Membership in the Church of Christ preferred