



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Substitute Teacher

Pay Grade: Substitute Salary Scale

Reports To: Campus Principal

Terms of Employment: 180 Days Max

Exemption Status: Exempt

Primary Purpose:

The primary purpose of this position is to be a substitute for teachers in their absence. To perform the duties in this position, an individual must be able to have knowledge, skill, and/or ability required of this position.

Qualifications:

Education/Certification/Requirements:

- Minimum of 30 semester hours of college credit from an accredited college/university
- Must submit a copy of an official transcript with the application.
- For CTE substitute teacher positions, applicants who do not hold a baccalaureate degree or have college hours, then it is required to have five (5) years within the last ten (10) years of industry experience and hold an industry certification in the related field.
- Two current recommendation letters dated no less than a year old with an original signature (no digital signatures accepted)
- Must attend a scheduled substitute teacher orientation
- Able to communicate and present, in English, in front of large groups.
- Must meet all requirements under the criminal background check

Special Knowledge/Skills:

- Speak, read and write English
- Demonstrated competency of digital-age work and student learning
- Must possess computer skills
- Demonstrate the ability to effectively communicate in English with district employees, parents and Students

Major Responsibilities and Duties:

1. Reports to campus secretary and/or administrator upon arrival to building.
2. Provides classroom instruction to students as outlined in lesson plans left by the teacher or administrator.
3. Follows work schedule provided by the campus administrator.
4. Always interacts in respectful ways with students at all times, maintaining a physically and emotionally safe, supportive learning environment that is characterized by efficient and effective routines, clear expectations for all student behavior, and organization that maximizes student learning.
5. Teaches lessons prepared by teacher following lesson plan book.
6. Creates a classroom that is conducive to learning and appropriate to the maturity and interests of students.
7. Maintains a professional appearance as a professional role model to students.
8. Remains at school the entire school day, unless otherwise instructed or approved to leave by the campus principal.

ADOPTED: 3-5-85

AMENDED: 2-2-93, 2-14-97, 2-9-01, 4-15-05, 4-29-05, 6-10-05, 6-27-05
4-16-07, 4-17-07, 2-9-11, 1-10-13, 10-5-16, 10-23-17, 11-18-19, 01-24-2020
10-11-2022, 6-12-2023, 4-12-2024

Substitute Teacher

9. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
10. Maintains reasonable rules of conduct which encourage self-discipline and responsibility.
11. Consults with campus administrator before initiating procedures not specified in the lesson plan book.
12. Meets and instructs assigned classes in the location and time designated.
13. Performs any extra duties normally assigned to the regular teacher or assigned by the campus principal
14. Maintain accurate, complete, and correct records as required by law, district policy and administrative regulation.
15. Upholds and adheres to safety rules and policies of the SISD safety program.
16. Supports the goals and objectives of the school district and follows all district policies.
17. Performs any other duties as assigned by the appropriate supervisor.
18. Demonstrates the ability to attend work when called on a regular and routine basis to avoid disruption to district operations.
19. Provides optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress, ability to instruct

Tools/Equipment Used: School computer and peripherals, standard instructional equipment

Physical Demands/Environmental Factors: Prolonged standing, frequent walking/kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Environment: Work inside, may work outside; regular exposure to noise

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief Human Resources Officer: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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