

**CAMDEN ROCKPORT SCHOOLS  
JOB DESCRIPTION**

**PERMANENT SUBSTITUTE TEACHER**

**QUALIFICATIONS:**

1. High School Diploma
2. Experience working with children.
3. Experience as a substitute teacher.

**DESIRED QUALIFICATIONS:**

1. Two years of post-secondary education, or 60 hours beyond HS diploma.
2. Skills and proficiencies for basic computer utilization.

**REQUIREMENTS:**

1. Must attend an orientation/training session and complete required district and state credentialing requirements (Background check, Fingerprinting).

**REPORTS TO:** Building Administrator

**JOB GOAL:** To manage student learning in accordance with the goals of the school district. To provide classroom coverage as assigned on a daily basis.

**PERFORMANCE RESPONSIBILITIES:**

1. Is present for the school day.
2. Be scheduled, on a daily basis, to substitute within the assigned district. If no coverage is needed, the permanent substitute will be assigned to assist other classroom teachers and to support and supervise students.
3. Reports to the office upon arrival at school; clarifying expectations and assignment as needed.
4. Maintains discipline and classroom control that fosters a safe and positive learning environment.
5. Ensures adequate supervision both in and out of the classroom, as assigned.
6. Implements lesson plans.
7. Reports all student injuries, accidents, and illnesses to the school designee.
8. Completes communication report for the regular classroom teacher, when necessary.
9. Complies with district and school policies and procedures.
10. Performs other related duties as assigned by the building administrator.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of students and staff.
2. Demonstrates respect for the legal and human rights of all students.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually.

5. Demonstrates dependability, integrity, and other ethical standards.
6. To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to maintain effective classroom management strategies.
5. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
6. Demonstrate the ability to communicate effectively.

**TERMS OF EMPLOYMENT**     This is a school-year, non-association, hourly position.

**EVALUATION:**                     Performance of this job will be evaluated in accordance with the Performance Responsibilities listed in this document

**History:**

Approved: January 20, 2021