

## Tupelo Public School District

	<b>FLSA STATUS:</b> Exempt
<b>JOB TITLE:</b>	Certified Permanent Substitute
<b>QUALIFICATIONS:</b>	Teacher Certification
<b>REPORTS TO:</b>	Principal/Director or designee
<b>JOB GOAL:</b>	To enable each child to pursue his or her education as smoothly and completely as possible in the absence of the regular teacher.

**PERFORMANCE RESPONSIBILITIES:**

1. Substitutes in long-term teacher absences throughout the district.
2. Reviews with principal or designee all plans and schedules to be followed during the teaching day.
3. Maintains as fully possible the established routines and procedures of the school and classroom to be assigned.
4. Follows the lesson plans as outlined as prepared by the absent teacher.
5. Consults as appropriate, with the building principal or designee before initiating teaching or other procedures not provided by the teacher.
6. Assumes responsibility for overseeing pupil behavior in class and other activities.
7. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
8. Translates lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
9. Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
10. Evaluates academic and social growth of pupils, and keeps appropriate records.
11. Communicates with parents through conferences and other means to discuss pupil's progress and interprets the school program.
12. Identifies pupil needs, and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
13. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
14. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
15. Participates cooperatively with the appropriate administrator to develop the method by which the teacher will be evaluated in conformance with district guidelines.
16. Supervises pupils with classroom activities assigned during the assigned working day.
17. Administers group standardized tests in accordance with district testing programs.
18. Participates in curriculum and other developmental programs as required.
19. Participates in faculty committees and the sponsorship of pupil activities.
20. Identifies individual needs of the pupils and make appropriate internal and external referrals.
21. Performs other tasks assigned by supervisor.

**PHYSICAL DEMANDS:**

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While performing the duties of this job, the employee is required to move freely around the classroom and communicate effectively. Additionally, the employee continuously uses hands to grasp items during the day.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved By:		Date:	
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