

Tupelo Public School District

	FLSA STATUS:	
JOB TITLE:	Substitute/Certified-Permanent (District)	
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Minimum of sixty semester hours and/or passing score on the Wonderlic Basic Skills Test and preference to those currently in the substitute pool 2. Such alternatives to the above qualifications as the Board or superintendent may find appropriate and acceptable 	
REPORTS TO:	Principal/Director or designee	
JOB GOAL:	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. Reports to the building principal or school secretary upon arrival.
 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. Teaches the lesson outlined as prepared by the absent teacher.
 5. Consults as appropriate, with the building principal or designee before initiating teaching or other procedures not specified in the *Guidebook for Substitute Teachers*.
 6. Assumes responsibility for overseeing pupil behavior in class and other activities.
 7. Reports relevant information to the principal or designee at the conclusion of each teaching day.
 8. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
- Performs other duties as assigned by supervisor.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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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