

**Shell Knob School District
Shell Knob, Missouri**

Job Title: Substitute Teacher

Qualifications:

- 1.) A teaching certificate or a substitute teacher's certificate.
- 2.) Familiarity with school, philosophy, program, and policies.
- 3.) Such additional or alternate qualifications as the board may find appropriate.

Reports to: Principal

Job Goal: To enable each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher.

Performance Responsibilities:

- 1.) Reports to the principal's office by 7:50 a.m. each day.
- 2.) Reviews all plans and schedules to be followed during the teaching day.
- 3.) Assumes responsibility for overseeing pupil behavior in class, during lunch and recess periods, and during classroom changes.
- 4.) Write a note about the work completed, the student behavior, and the progress made during the day. This note is to be left for the teacher.
- 5.) Fill out substitute form each day.
- 6.) Report to the principal at the conclusion of the teaching day and verifies whether or not his/her services will be required the next teaching day.
- 7.) Performs such other duties and assumes such other responsibilities as the principal may assign.

Terms of Employment: Per diem at rates currently established by the Board of Education.