

JOB GOAL: To perform regular teacher's instructional plan while the teacher is out.

QUALIFICATIONS:

1. A minimum of a Bachelor's Degree in education
2. Hold ~~or be qualified to obtain~~ valid state certification

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of students, other staff, and administration.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations.

OTHER SKILLS AND ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students and staff. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

REPORTS TO: District Administrator/Principal

PERFORMANCE RESPONSIBILITIES:

- * Assumes the responsibilities for instructing classes when a teacher is absent.
- * Assumes all other responsibilities for that teacher during the time the teacher is absent.
- * Prepares lesson plans with assistance, as directed by an administrator, when lesson plans are not available in the classroom.
- * Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent.
- * Provides assistance for students who need special help on those days when no teacher is absent.
- * Provides for individualized and small group assistance for students as indicated by lesson plans.
- * Performs such other duties as may be assigned.

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OTHER INFORMATION:

- * Substitute teachers, on a day-to-day basis, will be appointed by the District Administrator or his/her designee, from a prepared list of persons available, at the rate established by the District.
- * Substitute teachers who are needed on a long-term basis shall be approved by the ~~School Board, upon the recommendation of the District Administrator.~~ District Administrator.

Legal References: Section 121.02(1)(a) Wisconsin Statutes
PI 3, 34 Wisconsin Administrative Code
PI 8.01 (2)(a)

Adopted: 9-21-83
Revised: 6-26-97
Revised: 2-18-04