



PO Box 185 ~ 511 Broadway  
Melba, Idaho 83641  
phone 208-495-1141 ~ fax 208-495-1142  
www.msd136.org

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**Title:** Substitute Teacher  
**Pay Grade:** Per Policy 5700 Substitutes  
**Supervisor:** Building Administrator

### **Job Summary:**

To manage a classroom in the absence of the regular teacher and deliver lesson presentations in a way that is age-appropriate for the class.

### **Essential Duties and Responsibilities:**

#### Instruction and Student Contact

1. Arrive in the classroom on schedule to greet students and remain in the assigned classroom so that students are effectively supervised
2. Maintain, as fully as possible, the established routines and procedures of the school and classroom to which he or she is assigned
3. Deliver the lesson presentations in a way that is age-appropriate for the class and meets the individual needs, interests, and ability levels of all pupils
4. Budget class time effectively
5. Encourage students to strive to meet their highest potential
6. Maintain discipline and classroom control
7. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
8. Report all student injuries, accidents, illnesses, and discipline problems to the appropriate authority as soon as reasonably possible

#### Standard Procedures and Reporting

1. Report to office upon arrival at school
2. Check for messages or materials requiring immediate attention
3. Request clarification of school rules and procedures including emergency and lockdown drills and procedures, if necessary
4. Follow all policies, rules, and procedures established for regular teachers
5. Collect and place students' papers in an appropriate location
6. Maintain records of pupils' educational progress in class record books or Board approved forms, and summarize these marks for reporting purposes
7. Return instructional materials, equipment, and keys to their proper places
8. Determine if his or her services will be required for the next school day, following the district protocol for making substitute teacher assignments
9. Complete an evaluation report form at the end of the day and check out with authorized personnel prior to leaving at the end of the day

Other

1. Keep the building principal informed of activities and any issues that may arise
2. Assume responsibility for his or her continuing professional growth and development through such efforts as reading professional journals and other publications
3. Seek assistance should emergencies arise
4. Represent the school district in a positive manner
5. Know and follow school district policy and chain of command
6. Perform other duties as assigned

**Qualifications:**

1. Have a High School Diploma or GED
2. Must be over 18 years old
3. Must be able to pass a background check

**Evaluation:**

Performance of this position will be evaluated annually by the building principal in conformance with any applicable federal and state law, administrative rules, and Board policy.

**Terms of Employment:**

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-513	Professional Personnel
	I.C. § 33-1210	Information on Past Job Performance

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

My signature acknowledges that I have read and understand this job description, can fulfill the essential job functions as listed, and have been provided a copy.

Supervisor \_\_\_\_\_ Date \_\_\_\_\_