

Policy No: 406.01 R4  
Adopted: March 9, 2015  
Revised:

## JOB DESCRIPTION-SUBSTITUTE TEACHER

The substitute teacher shall be assigned and supervised by the Building Principal. A formal evaluation shall only occur after consultation between the superintendent and the individual to be evaluated. The duties of the substitute teacher shall include, but not limited to, the following:

1. Maintaining, as fully as possible, the established routines and procedures of the school and classroom to which he or she is assigned.
2. Teaching the lessons outlined and described in the substitute teacher's guide as prepared by the absent teacher.
3. Consulting with the building principal before initiating any teaching routine or other procedures not specified in the substitute teacher's guide.
4. Reporting, in writing on the form provided by the school office, on the day's activities at the conclusion of each teaching day.
5. Verifying at the end of the teaching day with the building principal's office that his or her attendance will or will not be required on the following teaching day.
6. Following all policies, rules, and procedures to which regular teachers are subject to and which good teaching practice dictates.
7. Performing other tasks and duties as assigned.
8. Minimum educational preparation requirements.
  - A. Nebraska Bachelor's degree in education, or equivalent.
  - B. Hold a valid Nebraska teaching certificate, or a valid Nebraska substitute teaching certificate.

10. Minimum Physical Activities.

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 35-65%	CONSTANT OVER 65%
Standing			X	
Walking			X	
Sitting		X		
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing	X			
Driving	X			
Lifting 30#		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks <sup>1</sup>		X		

<sup>1</sup> Operate A-V equipment (TV, VCR, various projectors, recorders), and telephone.