

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Substitute Teacher /Aide

Reports to: Campus Principal, classroom teacher and/or designee

Date Revised: 02/18/19

Primary Purpose:

In the absence of the regular classroom teacher or aide, the substitute upholds/provides appropriate learning activities, experiences and classroom management for students to fulfill their potential for intellectual, emotional, physical and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification:

Minimum of High School diploma
Student teaching or approved internship is preferred

Special Knowledge/Skills:

Ability to communicate (verbal and written), instruct and maintain emotional control under stress. Knowledge of subject areas assigned, general knowledge of curriculum and instruction as well as good knowledge of child growth and development. Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students. Ability to maintain effective classroom management strategies is required

Major Responsibilities and Duties:

1. Meet and instruct assigned classes in the locations and at the times designated
2. Follows the daily lessons plans provided by the classroom teacher or designee
3. Present the subject matter according to guidelines established by Texas Education Agency, board policies and administrative regulations
4. Provide opportunities for students to participate actively and successfully
5. Evaluate and provide feedback on student progress during instruction
6. Present for students a positive role model that supports the mission of the school district
7. Create a classroom environment conducive to learning and appropriate to the maturity and interest of students
8. Demonstrate flexibility and willingness to adapt to changes in a regular school day
9. Follow the established classroom discipline management plan, maintain order in the classroom and administer discipline in accordance with board policies and administrative regulations per instructions provided by the regular teacher
10. Protect and respect the confidentiality of the students under his/her supervision

GPISD Job Description
Substitute

11. Encourage students to set and maintain standards of classroom behavior
12. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities
13. Report immediately to the appropriate authorities in case of injury, illness or disruptions due to behavior or disciplinary situations
14. Document lessons presented and activities completed to be reviewed by the regular classroom teacher upon his/her return
15. Properly care for school property, supplies and materials while on campus
16. Dismiss students according to instructions
17. Follow established substitute arrival and dismissal protocols
18. Complies with and supports district and school regulations and policies
19. Models non-discriminatory practices in all activities
20. Maintains a safe and orderly environment
21. Manage allotted learning time to maximize student achievement
22. Maintain a professional relationship with all colleagues, students, parents and community members
23. Maintain a professional appearance as an example to students
24. Promote the school in a positive manner within the school and community
25. Use acceptable communication skills to present information accurately and clearly to colleagues, students, parents and community
26. Demonstrate interest and initiative in professional improvement
27. Demonstrate human relations skills that are professional, ethical and responsible
28. Keep informed of and comply with state, district and school regulations and policies for classroom teachers
29. Remains at school the entire school day, unless otherwise instructed to leave by building principal
30. Performs other related duties as assigned by building administrator (s) in accordance with district/school policies and practices

Other

Ability to communicate (verbal and written), instruct and maintain emotional control under stress. Knowledge of subject areas assigned, general knowledge of curriculum and instruction as well as good knowledge of child growth and development. Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students. Ability to maintain effective classroom management strategies is required.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work is located in a classroom environment. The ability to move from one location to another throughout the building and/or the district is required. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds may be required. Other physical activities may be required depending on assignment. Occasional travel with students on field trips may be necessary. Maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by: _____

Date: _____