



Substitute Teacher

Reports to: Principal, Substitute Coordinator

Structure/Grade: SUBTC/SUBCE

Division: School-Based

Workdays: 190

Position Summary

Assumes the duties and responsibilities of the regular classroom teacher, with a primary focus on the maintenance of good classroom management and the presentation of a predetermined quality instructional plan. This is a sporadic, occasional position.

Essential Job Duties

- Teaches grade-relevant, subject-matter-specific, and mandated curriculum in accordance with lesson plans developed by the teacher.
- Maintains daily classroom management activities designed to ensure that students demonstrate behavior that is conducive to an effective learning environment.
- Maintains the development and organization of appropriate instructional materials for use with students and ensures the availability of these materials prior to scheduled instructional segments.
- Assesses, documents, and prepares reports such as achievement progress, grade and classroom performance, and attendance.
- Performs other duties as assigned.

Qualifications

- Bachelor's degree with a GPA of 2.5 or higher from a Georgia Professional Standards Commission-approved accredited college or university required.
- Valid Professional Standards Commission-approved certificate in the appropriate educational field at level T-4 or above preferred. Valid Professional Standards Commission-approved subject-specific endorsements are preferred.

Knowledge, Skills, and Abilities

- Knowledge of curriculum guidelines for the school system and state requirements; standardized testing in accordance with school district policies and state laws; DCSD policies, programs, and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment.
- Skill in effective oral, written, and interpersonal communication; preparing assignments and tests for in-school preparation and homework; maintaining order in a classroom setting; administering the school system's discipline policies; counseling students with academic difficulties and behavioral problems.
- Ability to plan and develop course of study suitable for specific grade levels; develop lesson plans incorporating lectures, projects, group discussions, exhibits, field trips, audiovisual and library resources, computers and the internet; continue completion of professional courses according to school district and state guidelines,



demonstrate patience and appropriate, professional demeanor when interacting with students, especially while presenting information to students that is new or unfamiliar.

Physical Demands and Work Environment

- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.
- Occasionally exposed to loud noise levels.
- Occasionally exposed to bodily fluids and communicable diseases.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

Reviewed/Revised: 08/01/2024