

# Substitute Teacher Job Description

**Job Title:** Substitute Teacher

**Location:** Index School District, Index, WA

**Job Type:** As Needed

## Job Summary

We are seeking a reliable and experienced Substitute Teacher to provide continuity of instruction and classroom management in the absence of the regular teacher. The ideal candidate is adaptable, professional, and committed to fostering a positive and productive learning environment for all students.

## Key Responsibilities

- **Deliver Lesson Plans:** Implement and follow the lesson plans and instructional materials provided by the absent teacher to ensure the continuity of the educational program.
- **Classroom Management:** Establish and maintain an orderly and safe classroom environment that is conducive to learning, managing student behavior in accordance with school policies and procedures.
- **Student Support:** Supervise students in various settings, including classrooms, hallways, cafeterias, and during emergency drills.
- **Administrative Duties:** Take accurate attendance, document classroom activities, assign and collect student work and compile a report for the regular teacher upon their return.
- **Adaptability:** Quickly adapt to different grade levels, subjects, school cultures, and individual student needs.
- **Professionalism:** Maintain a professional appearance, attitude, and conduct, serving as a role model for students and communicating effectively with school staff and administration.

## Qualifications & Skills

- **Education:** A Bachelor's degree in Education or Associates and can become an Emergency Sub.
- **Experience:** Prior experience working with children or in a classroom setting is preferred.

- **Skills:**
  - Excellent verbal and written communication skills
  - Strong classroom management and organizational skills
  - Flexibility, patience, and problem-solving abilities
  - Basic competency in various academic subjects and educational technology.
- **Requirements:** Ability to pass a required background check and provide professional references.