

# **406.01R5 Job Description, Substitute Teacher**

Friday, August 11, 2023

## **Job Description, Substitute Teacher**

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The substitute teacher shall be assigned and supervised by the school principal. The duties of the substitute teacher shall include, but not limited to, the following:

- I. Maintaining, as fully as possible, the established routines and procedures of the school and classroom to which he or she is assigned.
- II. Teaching the lessons outlined and described in the substitute teacher's guide as prepared by the absent teacher.
- III. Consulting with the school principal before initiating any teaching routine or other procedures not specified in the substitute teacher's instructions.
- IV. Following all policies, rules, and procedures to which regular teachers are subject and to which good teaching practice dictates.
- V. Reporting, in writing, on the day's activities at the conclusion of each teaching day.
- VI. Returning classroom key to the office at the conclusion of each teaching day and signing necessary substitute teacher paperwork.
- VII. Performing other tasks and duties as assigned.
- VIII. Minimum physical activities. Having the ability to perform the physical activities and work in the environmental conditions as follows:
  - A. Requires prolonged sitting or standing, and the use of equipment including computer eye fatigue.

B. Must occasionally work in noisy and crowded environments with numerous interruptions.

C. Requires stooping, bending, kneeling, turning, balancing, and reaching.

IX. Minimum educational preparation requirements:

A. A minimum of two years college education.

B. Hold a valid Nebraska teaching or substitute teaching certificate.