

Substitute Teacher Job Duties and Expectations

As a substitute of Pine Tree ISD you are entrusted with our most precious resources - our children. Therefore, it is important that as an employee, you maintain the highest standards. The following is a summary of important expectations for our employees and, though not a complete list, highlight important expectations and duties of the position.

1. Be professional at all times. This includes professional behavior in communication and dress. Your image should be professional in both appearance and attire.
2. Make every effort to carry out all the teacher's lesson plans.
3. Understand and support school procedures and policy. Every school culture is different. Please be aware of school and classroom procedures and policies.
4. Be cooperative in your relationships with others.
5. Be considerate, fair, and firm when working with students.
6. Report all accidents, injuries and incidents to the office.
7. Always maintain direct supervision over your students.
8. Maintain confidentiality.

Additionally, please implement the following procedures during your classroom day:

Discipline- You are responsible for the students in your assigned classroom. If problems arise, please call the office for assistance. Do not leave students unattended for any reason. It is the policy of Pine Tree ISD to not administer corporal punishment. Please follow the classroom/school procedures for discipline actions. If you are not familiar with these please contact the office for assistance.

Classroom management- Be prepared. Please arrive at least 15 minutes before your assigned time to familiarize yourself with the teaching material and classroom/school. You should be able to locate the green substitute folder with instructions and lesson plans in the teacher's classroom. If not, ask a neighboring teacher or the office for assistance.

Start each class on time and set your expectations for the class/day first. Take time to clarify your expectations for procedures and student behavior. Make sure you use the classroom/school discipline plan. Give specific directions regarding student behavior. Encourage positive behavior through positive feedback. Circulate frequently around the classroom and monitor students.

Communicate the significance of learning by teaching the lesson provided by the teacher. Require that all students participate. Give feedback to students about their work/answers and provide closure (review) at the end of the class.

Confidentiality of Records and Information- You are expected to observe the privacy rights of students and ethical codes of the teaching profession. The records and information to which you have access must be handled with complete confidentiality. This means you may not discuss any student with anyone other than the student's teacher(s), administrators, or parent. You must not discuss any student outside of school. Federal law prohibits the release of any student information by school personnel to anyone other than the parent/guardian.

Again, this is not to be considered an exhaustive list of duties. Each campus/school/classroom will have specific requirements and procedures aligned with the subject matter and grade level. Please make every effort to implement a day of excellence for all of the students under your care. Do what is right for students and have a wonderful substitute teaching experience at Pine Tree ISD. Welcome aboard!