

**WESTPORT COMMUNITY SCHOOLS  
WESTPORT, MASSACHUSETTS**

**Job Description**

POSITION: Substitute Teacher

QUALIFICATIONS:

1. Valid MA teaching certificate.
2. Prior teaching experience preferred.
3. Demonstrated ability to work with students in a positive and productive way.
4. Such alternative to the above qualifications as the Committee may find appropriate and acceptable.
5. 60 College Credits (Equivalent to an Associates Degree)

**The School Committee reserves the right to waive any of the above in the best interest of the school system.**

REPORTS TO: Principal

JOB GOAL: To enable each child to pursue her/his education as smoothly and completely as possible in the absence of her/his regular teacher.

PERFORMANCE RESPONSIBILITIES:

1. Reports to the building principal or school secretary upon arrival at the school building.
2. Reviews with the principal or lead teacher all plans and schedules to be followed during the teaching day.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which s/he is assigned.
4. Teaches the lesson outlined and described in the Substitute Teacher's Guide as prepared by the absent teacher.
5. Consults as appropriate, with the building principal or lead teacher before initiating any teaching or other procedures not specified in the Substitute Teacher's Guide.
6. Assumes responsibility for overseeing student behavior in class and during lunch and recess periods.
7. Reports in writing, on the form provided by the school secretary, on the day's activities at the conclusion of each teaching day.
8. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
9. Performs reasonable professional tasks or duties as may be requested by the Principal.

TERMS OF EMPLOYMENT: Temporary employment on as-needed basis. Daily pay rate set by Westport School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Committee's policy on Evaluation of Professional Personnel.

APPROVED BY: Westport School Committee DATE: June 13, 2012

REVIEWED AND AGREED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Substitute Teacher