

GREAT FALLS PUBLIC SCHOOLS

Substitute Teacher Job Description

Purpose: A substitute teacher is responsible for providing instruction, managing the classroom environment, and promoting student learning in the absence of the regular classroom teacher.

Organizational Relationships: Works under the direction of the Building Principal and the Human Resource Director via the Substitute Clerk and is evaluated by classroom teachers and school principals.

Duties and Responsibilities:

- Teaches scheduled classes. Prepares a written summary of work completed.
- Assumes all duties and responsibilities of the absent teacher.
- Follows the teacher's written lesson plans. Consults with the principal and/or staff to resolve questions and/or concerns.
- Complies with all building procedures and schedules. Promotes the proper use and care of school property.
- Makes the absent teacher aware of special situations or problems encountered.
- Upholds board policies and follows administrative procedures.
- Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code. Intervenes and/or reports concerns to an administrator.
- Develops and maintains a positive learning environment.
- Works cooperatively with staff and parents.
- Incorporates the effective use of available technology.
- Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Supervises non-classroom duties when assigned.
- Accepts personal responsibility for decisions and conduct.
- Performs other specific job-related duties as directed.

Minimum Qualifications:

- Education equivalent to graduation from an accredited high school or General Education Certificate (GED). Montana Teaching License preferred. Candidate must hold a valid Montana Teaching License for long-term substitute positions.
- Candidate must be at least 18 years of age.
- Ability to follow both oral and written directions and instructions.
- Ability to communicate in both oral and written means.
- Ability to effectively present information and respond to students, parents, and staff.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of student matters.
- Ability to effectively manage time and responsibilities.
- Ability to be professional in appearance, attitude and demeanor.

Special Requirements:

- Candidate must attend an orientation/training session.
- Candidate must agree to authorize Great Falls Public Schools to conduct a criminal history search via fingerprinting.

Work Environment:

While performing the duties of this job, the employee regularly works inside. The employee is directly responsible for the safety, well-being, and work output of students. The noise level in the work environment is usually moderate, depending on the nature of the assigned course.

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

Mental/Motor Demands:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require excellent oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

See Also: Substitute Teacher Handbook. Available from Human Resources or at: [Substitute Teacher Handbook](#)