

PERMANENT SUBSTITUTE TEACHER

JOB DESCRIPTION

METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP

PURPOSE: To plan and deliver rigorous, relevant curriculum and to facilitate student participation and opportunity for mastery to students in assigned classes.

PERFORMANCE RESPONSIBILITIES:

1. Provides a stimulating teaching-learning environment, making use of a variety of instructional tools and teaching aids.
2. Reviews with the principal, department chairperson, or team leader all plans and schedules to be followed during the teaching day.
3. Attends all meetings called by the Superintendent or his/her designee or principal unless excused by the person calling the meeting.
4. Actively participates in curriculum study groups, textbook committees, or other groups to which the teacher may be assigned.
5. Maintains high expectations for student conduct and enforce expectations at all school functions.
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7. Maintains the established routines and procedures of the school and classroom to which he/she is assigned.
8. Utilizes approved instructional material and appropriate equipment or technology for educational purposes.
9. Consults with the building principal (department chairperson, team leader) before initiating any teaching or other procedures not specified in the lesson plan.
10. Maintains appropriate supervision of students at all times.
11. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: March 2016