

**CUMBERLAND COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: Substitute Teacher  
Job Class Code: 2099  
Pay Scale: per salary schedule

Reports to: Principal  
Work Schedule: per salary table  
Approval Date: June 16, 2016

**PERFORMANCE RESPONSIBILITIES**

- Reports to the building principal or school secretary upon arrival at the school building.
- Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching day.
- Maintains as fully as possible the established routines and procedures of the school and classroom to which he is assigned.
- Teaches the lesson outlined and described in a lesson plan book prepared by the absent teacher.
- Consults, as appropriate, with the building principal, department head, or team leader before initiating any teaching or other procedures not specified in the absent teacher's lesson plan.
- Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
- Reports in writing with notes left for the absent teacher the assignments made and comments regarding student behavior.
- Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
- Maintains regular attendance and professional dress
- Performs other duties as assigned

**MINIMUM QUALIFICATIONS**

Education Minimum requirements: 64 College Hours or a Bachelor's Degree and a 2.5 G.P.A. for Kentucky Emergency Certification for Substitute Teaching or a Bachelor's Degree with valid Kentucky Teaching Certification.

Certification/Licensure: Valid Kentucky Teaching Certification for area and grade level of assignment or a valid Kentucky Emergency Certification for Substitute Teaching (not available for long-term assignments).

**IMPORTANT NOTES**

*This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*