



The role of the substitute teacher is very important at Center School. Therefore, it is necessary that the substitute teacher provide students with a safe and effective learning environment in the absence of the regular classroom teacher while providing students with meaningful and appropriate instruction.

Job Responsibilities include:

1. Follow lesson plans as set forth by the regular classroom teacher.
2. Create a classroom environment that is conducive to learning.
3. Provide a summary of progress made in each class to include work completed and class behavior.
4. Perform duties usually required of absent teacher such as recess/lunch duty and bus duty.
5. Insure that students are not left unattended in the classroom.
6. Know and follow school procedures and regulations.
7. Conduct oneself in a professional manner.
8. Leave the classroom in a neat and orderly fashion at the end of the day.
9. Perform other related and necessary duties as directed by the Director of Education.