

DEWEYVILLE INDEPENDENT SCHOOL DISTRICT

Dr. Keith Jones

Superintendent

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P.O. Box 408
Deweyville, TX 77614
(409) 746-2731

Gary Brinson

Member

Bob Buxton, Jr.

Member

Rodney Whitfield

Member

Kenny Willis

Member

Substitute Teacher

GENERAL RESPONSIBILITIES

In the absence of the classroom teacher, the substitute is responsible for providing instruction and managing the learning environment. The position reports to the principal or designee at the location to which they are assigned.

ESSENTIAL TASKS

(These are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Report to the principal or designee upon arrival at the school
- Review with the principal or designee the plans and schedules to be adhered to during the school day
- Maintain the established routines and procedures of the school and classroom to which assigned
- Follow the lesson plans provided by the absent teacher
- Interact in a professional manner with students and parents
- Encourage, monitor, and promote student progress
- Maintain student confidentiality
- Assume the responsibility for overseeing pupil behavior in the classroom, during lunch, activity periods, and out-of-class settings.
- Provide a brief report in writing on the day's activities at the conclusion of each period/day for the teacher
- Work cooperatively with secretaries and all school personnel
- Follow all policies, rules, and procedures and regulations
- Perform other duties as required

OTHER REQUIREMENTS

High School Diploma or GED

Must be able to pass background check

Possession of a valid driver's license

The State Board for Educator Certification will require all first time applicants for an initial credential to be fingerprinted as part of a national criminal background check. A cost of up to \$49.00 will be charged for fingerprinting, but refunded after subbing for the 3rd time.