



Job Title: Long-term Substitute Teacher

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range

Summary: The job of the Long-term Substitute Teacher is to supervise the classroom and teach the lesson left by an absent teacher. The Long-term Substitute Teacher is responsible for the well-being and safety of the students, taking attendance, maintaining a functioning classroom, utilizing classroom management skills, leaving a clean classroom, and teaching the provided curriculum.

Essential Duties and Responsibilities:

- Develops and implements curriculum and lesson plans, utilizes technology to facilitate learning, and demonstrates an understanding of the varying learning styles and the needs of a diverse student population.
- Creates a classroom that is conducive to learning and appropriate to the maturity and interests of students.
- Maintains a safe and orderly environment.
- Maintains established routine of the school and classroom procedures in which assigned.
- Maintains a professional appearance as an example to students.
- Remains at school the entire school day, unless otherwise instructed to leave by the building administrator.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains reasonable rules of conduct which encourage self-discipline and responsibility.
- Communicates effectively with parents when needed.
- Meets and instructs assigned classes in the locations and times designated.
- Assumes all of a teacher's normally assigned duties when a teacher is absent including, but not limited to, instructional, extracurricular, cafeteria, hall, and bus duty.

Other Duties:



Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Education and Experience:

To qualify as a degreed substitute teacher, the applicant must hold a minimum of a Bachelor's Degree, OR

To qualify as a non-degree substitute teacher, the applicant must have an Associate's Degree OR, have taken and passed HiSet, TABE, or ParaPro exam.

Must qualify for Teaching Authorization issued by the Louisiana State Department of Education.

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.



[Verifient Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.