

MONROE SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Teacher/Support Staff Substitutes

GENERAL DESCRIPTION:

The Substitute shall be responsible for filling in during the absence of a teacher, or support staff member, following the substitute plans and direction of the principal or designee. In a long term situation, the appropriate job description shall be followed.

QUALIFICATIONS:

1. A Minimum of a High School diploma or the equivalent. A Bachelor's degree is preferred.
2. Prior experience working with children is preferred.
3. Servsafe certificate or willingness to complete required training for food service.

REPORTS TO: The Principal

PERFORMANCE RESPONSIBILITIES:

Prior to accepting substituting assignments, all Monroe School District substitutes shall be familiar with the Substitute Handbook. Doing so will provide more detailed information about the Monroe Consolidated School. Copies are available in the school office and on the website.

1. Report to the office before each day's assignment for details of the assignment.
2. Become familiar with the emergency, fire and lock-down procedures.
3. Perform the duties of the teacher/staff member for whom you are substituting.
4. Assure that students are supervised at all times.
5. Escort students to the cafeteria and the recess door.
6. Follow the schedule of the teacher/staff member for whom you are substituting.
7. Follow the instructional plans outlined by the teacher/staff member.
8. Follow the discipline procedures of the school.
9. Document and report any occurrences of deviation of the discipline code.
10. Report to the office at the end of the day.
11. Assure that any knowledge or material concerning students or the school is kept confidential.
12. Success at MCS is dependent on communication with others. Be sure to talk with teachers, staff members and administrators about your questions or concerns.

The Monroe School District is an Equal Opportunity Employer.