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# Example of Substitute Teacher Job Description

Our company is searching for experienced candidates for the position of substitute teacher. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for substitute teacher

* Be willing to collaborate with teachers in order to provide quality care for children & families, establish a quality program
* Assists with transition, IEPs and
* Conducts standardized tests
* Report to school office at beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials
* Follow sign in/sign out procedures as prescribed by the District/School principal
* Assume duties of the regular District/School classroom teacher promptly and in accordance with school rules
* May supervise students in out-of-class settings (e.g., assemblies, lunchroom) as directed and supervised by District/School
* Instruct students regarding a variety of classroom topics/courses of instruction, as determined by the School/District lesson plan
* Assign reasonable tasks and homework to students in accordance with the School/District lesson plans
* Maintain and/or assist in maintaining classroom control that fosters a safe, positive environment for all students and staff in accordance with Kelly Services, District/School, state, and all applicable laws and regulations

## Qualifications for substitute teacher

* Ability to modify instruction to meet student needs, ability to cooperate with the school faculty and administration in the development and implementation of an articulated program of instruction, ability to work effectively with pupils, parents and guardians, staff members, and community representatives in providing an appropriate educational program
* Applicants who have not been cleared by both the Alabama Bureau of Investigation (ABI) and Federal Bureau of Investigation (FBI) through the Teacher Certification Office are required to be fingerprinted for a criminal history background check
* Must be able to work 5 assignments per month
* Minimum of 60 college credit hours
* Must have/obtain Missouri Teacher Certification or Missouri Substitute Certificate
* Valid teacher certification in Ohio