CABELL COUNTY SCHOOLS
JOB DESCRIPTION

Substitute Classroom Teacher

Position: Substitute Classroom Teacher
(Grades Pre-K – 12**)**

Supervisor: Principal/Assistant Principal

Salary: As per Cabell County substitute pay schedule

Length of Employment: Day-to-day (Employment is on as needed basis; No guaranteed amount of days for employment)

Goal: The substitute classroom teacher is assigned on an as needed/day-to-day basis to deliver instruction, manage the classroom environment, and promote student learning in accordance with federal/state law, West Virginia Board of Education, and Cabell County policies/regulations, during the absence of the regular classroom teacher.

Qualifications:

1. Holds or qualifies for a West Virginia Professional Teaching Certificate or qualifies for a Short/Long-Term Substitute Permit as per *West Virginia Board of Education, Policy 5202*.
2. Successfully complete all initial onboarding paperwork required by the Office of Professional Personnel, including, but not limited to, completion of successful background check, resume, letters of reference, past evaluations, and official copy of college transcripts.
3. Must possess and display excellent communication skills, verbal, as well as written.
4. Must possess the ability to maintain confidentiality of student matters.
5. Must possess outstanding organizational skills.
6. Must effectively manage time and responsibilities.
7. Must be professional in appearance, attitude and demeanor.
8. Must adhere to guidelines established in Cabell County Policy 3210, *Employee Code of Conduct;* Cabell County Policy 3120.04, *Employment of Substitutes.*

Responsibilities:

1. Follow and implement the lesson plans in the absence of the regular classroom teacher.
2. Follow attendance, punctuality and proper dress rules as outlined in Cabell County Policy 3210; *Employee Code of Conduct*.
3. Model and maintain high ethical standards.
4. Maintain confidentiality regarding school matters.
5. Maintain professional work habits.
6. Meet all professional responsibilities.
7. Provide for a safe and secure workplace while following and enforcing all student and school rules and regulations.

8. As applicable, escort students to and from specialist classes and/or other applicable locations, providing direct supervision of students during transitions.
9. Supervise students at all times in accordance with state, county and school policies.
10. Create and maintain a classroom climate conducive to learning for all students.
11. Accept responsibility for the behavior of the students assigned.
12. Report student attendance as legally required and in accordance with county policy.
13. Provide individual and group instruction designed to meet individual student needs.
14. Maintain positive relationships with students, in addition to school staff and parents.
15. Establish and maintain standards of classroom management that foster a learning environment.
16. Demonstrate competence in the delivery and implementation of lesson plans provided by the regular classroom teacher.
17. Utilize instructional management systems that increase student learning.
18. Monitor student progress during instruction.
19. Demonstrate competence in the knowledge, implementation, and utilization of technology.
20. Follow all School Board policies, rules and regulations, specifically with IEP's, 504's, SAT plans, technology usage, attendance, grading, record keeping, supervision of students, etc.
21. Exhibit interpersonal skills to work as an effective team member.
22. Demonstrate support for the School District and its goals and priorities.
23. Report the presence of any situation to the administration that may be harmful to the health and safety of the students and/or staff.
24. Advise the principal of the presence of any situation that may require immediate intervention so as not to hinder the instructional program.
25. Adhere to Mandatory Reporting guidelines and report with 24 hours
26. Complete duty assignments and/or extra-duty assignments as designated by the principal.
27. Provide a written summary of the days' events to the regular classroom teacher, making them aware of any special situations or problems encountered.
28. As applicable, implement the state and county testing program in accordance with state and county policies.
29. As applicable, complete and submit all reports in a timely manner as required by law, the West Virginia Department of Education, and/or the county Board of Education.
30. As applicable, attend all faculty senate and other required meetings.
31. Perform other duties and responsibilities as assigned by the principal/assistant principal.

The Cabell County Public School System is an equal opportunity employer. The Cabell County Public School System does not discriminate on the basis of race, color, religion, national origin, sex, disability age or genetic information. Inquiries may be referred to the Title IX Coordinator, 2850 5th Avenue, Huntington, WV 25702. The Cabell County Schools website is the main source for employment notices.

- In order to be considered for a substitute teaching position, an applicant must apply/bid within the posting period.
- Online applications/bids are accepted until 4:00 p.m. on the last day of the posting period.
- It is the applicant's responsibility to confirm receipt of their online application through email confirmation.

- An online application and email confirmation of that application is not a guarantee of substitute employment.
- Applicants will be notified should their application warrant an interview once the personnel office reviews all items pertinent to their qualifications listed via the online application.

ADDITIONAL SUBSTITUTE TEACHER INFORMATION

1. Employment as a substitute teacher must have the recommendation of the Superintendent and approval from the Board of Education.
2. Substitute teacher positions are day-to-day positions in which the Superintendent and the Cabell County Board of Education cannot guarantee work.
3. The appointment as a substitute teacher carries no assurance that any stipulated number of days of employment will be provided.
4. The time, place, and duration of employment as a substitute teacher will be determined by the Superintendent or the Superintendent's designee.
5. The substitute teacher must hold a valid West Virginia Professional Teaching Certificate (or approved Short/Long-Term Substitute Permit) and meet all employment criteria set for by Cabell County Public Schools.
6. The substitute teacher agrees to perform all the duties of said position of employment.
7. The substitute teacher agrees to adhere to the rules and regulations lawfully prescribed by school authorities, specifically Cabell County Policy 3210, *Employee Code of Conduct;* Cabell County Policy 3120.04, *Employment of Substitutes.*
8. Successful completion of 133 or more days will be considered as one year teaching experience according to WV State Code 18A-4-7a.
9. Employment of retired teachers holding a valid teaching certificate must be in compliance with WV State Code 18A-2-3.
10. The substitute teacher’s contract of employment shall remain in effect until terminated by the recommendation of the Superintendent and approval from the Board of Education through the substitute teacher's resignation, death, inability/lack of availability in accepting positions/calls, or through suspension or termination due to disciplinary matters in accordance with WV State Code or the terms of the substitute teacher’s contract.
11. For a complete list of qualifications and responsibilities in becoming a substitute teacher for Cabell County Schools, please refer to the Substitute Teacher job description attached to the current posting.

May 3, 2020