

NINTH DISTRICT OPPORTUNITY, INC.
GAINESVILLE, GA

JOB TITLE: Substitute Teacher

JOB CLASSIFICATION: Non-Exempt

SPECIFIC JOB DUTIES:

- 1) Report to Curriculum Specialist when you enter the building and when you leave. You must sign in and out when entering and leaving the building.
- 2) Dress appropriate and in a professional manner.
- 3) Work cooperatively with the teacher you are assigned. She is your immediate supervisor for the day.
- 4) Remain in the classroom with the assigned teacher. Do not roam the halls or visit other teachers.
- 5) Follow teacher suggestions and requirements.
- 6) Assist with all classroom activities assigned by the teacher.
- 7) Stay actively involved with the children and with the teacher.
- 8) Must call the Curriculum specialist if you are scheduled to work and you are unable to do so.
- 9) Must have a TB test before employment.
- 10) Must have a signed time sheet completed for every two weeks.

***Your work ethics will help the teachers decide who they will call when in need of a substitute.

I have read the above job description and understand that these duties will be utilized in evaluating my job performance.

Substitute Teacher

Date

Printed Name

Work Site/County Name