

SUBSTITUTE EMPLOYMENT

Certified \$109.42 per full-day Non-Certified or Aide \$72.90 per full-day

All Substitutes report to the School Principal

SUBSTITUTE TEACHER

In the absence of the regular classroom teacher to help students to learn subject matter and/or skills that are required for scheduled lessons and to provide meaningful instruction for assigned classrooms.

- Reports 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. Follows sign out procedures as prescribed by the principal.
- Carries out a program of study prescribed in the lesson plans left by the classroom teacher.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Guides the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for the lessons, units, or projects assigned.
- Employs instructional methods and materials that are most appropriate for meeting lesson objectives.
- Maintains a neat and orderly classroom. Straightens chairs, tables, clears chalkboard, etc.
- Takes attendance in accordance with school procedures.
- Indicates to students at beginning of class the basic expectations for behavior in the class in accordance with school and Greenville County Schools policies.
- Insures that the students are never left unattended in the classroom.
- May perform duties usually required of absent teacher such as lunchroom duty, hall monitoring, etc.
- Knows emergency evacuation routes for the classrooms assigned.
- Knows procedures for referring students who are disciplinary problems.
- Knows school procedures and regulations.
- Performs other related duties as directed by principal

SUBSTITUTE AIDE

Assists classroom teacher(s) with daily instructional activities and student management in an effective manner. The substitute teacher assistant should always perform in a way which supports the teacher's ability to educate and achieve objectives of the student/program served.

ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES include the following:

Other duties may be assigned.

- Assists with the preparation of instructional materials as directed by the classroom teacher.
- Assist in the preparation of lesson plans and presentation of academic subjects as directed.
- Serves as a role model for students, demonstrating professionalism that includes a positive attitude, positive and respectful communication, and professional appearance.
- Assist the teacher in maintaining classroom climate that is conducive to learning.
- Observes and monitors individual and group instruction and practice in a classroom setting.
- Assist in administering, monitoring, test scoring, and recording grades as directed by the teacher.
- Assist in accompanying student (s) to lunchroom, restroom, playgrounds, bus zone, and other school areas.
- Supports/reinforces related services (activities (OT, PT, SPL, etc.)
- Assists instructional staff in the supervision of students while they are loading and unloading buses, in gym, and on the playground.
- Maintains reasonable rules of conduct which encourage self-discipline and responsibility.
- Assists in guiding the learning process toward the achievement of the District curriculum and goals
- Implements a variety of instructional techniques and instructional media as required in the instructional plans for the day.
- Acquaints self with and adheres to the policies and procedures as established by the Board of Education and Administration in written or verbal form.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Holds and communicates high expectations of student achievement and behavior