

**Long Term Substitute Teacher**  
**New Hanover County Schools**  
**Job Description**

**Class: Certified**  
**Dept: School**

**TITLE:** Long Term Substitute Teacher

**QUALIFICATIONS:**

1. Bachelor's degree in education with valid teaching certificate in North Carolina.
2. Other qualifications as the Superintendent and Board of Education may find appropriate.

**REPORTS TO:** Principal

**JOB GOAL:** To help students learn subject matter and skills that will contribute to their educational and social development when the assigned teacher is on leave.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
2. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of students and is compatible with the school, district and state guidelines.
3. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
4. Guide the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
5. Employ instructional methods and materials that are most appropriate for meeting stated objectives.
6. Assess the accomplishments of students on a regular basis and provide progress reports as required.
7. Counsel with colleagues, students, and/or parents on a regular basis.

8. Assist the administration in implementing all policies and/or rules governing student life and conduct, and for the classroom, develop reasonable rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.
9. Plan and supervise purposeful assignments for teacher assistants.
10. Attend staff meetings and carries out non-instructional duties as required or assigned.
11. Perform related duties and responsibilities as required by the Principal.

***The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.***

Terms of Employment: Temporary, as needed / FLSA Exempt

Starting Salary and/or Grade: North Carolina State Teacher Salary Schedule (A-0)

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board, local and state policy on evaluation of teachers.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, students, and parents.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Demonstrate strong content knowledge.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Ability to maintain order and discipline in a classroom.
- Ability to constantly monitor the safety and well-being of students.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.