

WAYNE COUNTY SCHOOL SYSTEM

JOB DESCRIPTION: Substitute Teacher

QUALIFICATIONS:

I. Meets criteria for assigned rank:

1. Possession of a valid Georgia teaching certificate
2. Possession of an expired Georgia teaching certificate based upon a baccalaureate degree
3. Possession of an out-of-state valid or expired teaching certificate based on a baccalaureate degree or higher
4. Completion of a baccalaureate degree or higher
5. Completion of at least one or more years of postsecondary training
6. Possession of a high school diploma
7. Possession of a general education development (GED) certificate

II. Is listed on the Wayne County School System approved substitute list.

III. Has received all required substitute training (if applicable).

IV. Is contacted by a Wayne County School System administrator or his representative to serve in a position for which the substitute holds an acceptable rank.

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Reports to the principal's office at the beginning and end of the school day.
2. Follows assigned plans and schedules for the school day.
3. Communicates with the regular teacher regarding any unusual events which occurred during the school day.
4. Assumes other tasks and responsibilities during the school day as requested by the principal or his designee.

TERMS OF EMPLOYMENT: Per diem at rates established by the Wayne County Board of Education

EVALUATION: Job performance will be evaluated informally by the principal.

Policy GCBAW-R - Job Description: Substitute Teacher

Issued Date: 4/12/99

Rescinds: GCBAU-R Issued: 5/24/96