

**JOB DESCRIPTION**

**POSITION TITLE:** Supply Teacher  
**JOB CODE:** SUP1, SUP8  
**DIVISION:** Leadership  
**SALARY SCHEDULE:** Supply Teacher Rate of Pay  
**DEPARTMENT:** Leadership  
**WORK DAYS:** N/A  
**REPORTS TO:** Principal  
**PAY GRADE:** N/A  
**FLSA:** Exempt  
**PAY FREQUENCY:** Varies based on primary job  

**PRIMARY FUNCTION:** Serves in the capacity of a substitute teacher in the absence of the classroom teacher.

**REQUIREMENTS:**

1. **Educational Level:** Bachelor Degree; prefer applicant to have major in specific content area posted on job vacancy.
2. **Certification/License Required:** None; Valid Georgia Teaching Certificate preferred.
3. **Experience:** None.
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities.
5. **Knowledge, Skills, & Abilities:** Written and oral communication, student management.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
2. Manages classroom and provides instruction to students.
3. Uses appropriate behavior management strategies.
4. Compiles, maintains, and submits required records.
5. Promotes the responsible use of materials and equipment.
6. Maintains prompt and professional communication with parents.
7. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____________________________ Date __________________________

Signature of Supervisor _____________________________ Date __________________________