

**CLAYTON MUNICIPAL SCHOOL DISTRICT**  
**Job Description**

**Position:**                    **Substitute Teacher**

**Supervisor:**                **Principal**

**General Job Description:** Substitute teachers are hired to perform instructional duties in the absence of the teacher.

**Essential Duties and Responsibilities:**

1. Follow instructional lesson plans left by the teacher.
2. Maintain classroom management for a safe environment.
3. Follow the code of ethics.
4. Be a good role model for students.
5. Work as a member of the school team.
6. Communicate appropriately and effectively with staff, parents and students.
7. Keep all information confidential.
8. Be prompt and courteous.
9. Dress and act professionally.
10. Accept other responsibilities as deemed necessary by the principal.

**Qualifications:** Substitutes must have earned a high school diploma or high school equivalency certificate, hold a valid New Mexico substitute teaching license inclusive of background check, be 21 years of age, and have completed a substitute training workshop. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Physical Requirements:** Ability to perform the job and access the environment for which you are hired. The following may be required: Sitting, standing, lifting, moving about the room or school, carrying (up to 50 pounds), reaching, squatting, kneeling, prolonged typing, physical ability to type on a keyboard terminal, and moving light furniture.

**Equipment/Technology Handled:** Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Work Environment:** Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required.

**Terms of Employment:** Salary and work calendar established yearly by the district. Substitutes have a reasonable assurance for employment from school year to school year. Substitutes are not eligible for unemployment benefits and are hired as an at will employee and may be discharged at any time without cause.

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**Employee Signature of Receipt**

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**Date**