



Morgan County R-1 Schools

701 N Oak, Stover, MO 65078

Phone: (573) 377-2217 Fax: (573) 377-2211

“The Bulldog Way”

Striving for the Best, We Rise Above the Rest

Position Title: Teacher, Substitute

Department: Instruction

Reports To: Principal

SUMMARY:

Performs regular teachers class plan while the teacher is out

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

- Assumes the responsibilities for instructing classes when a teacher is absent.
- Assumes all other responsibilities for that teacher during the time the teacher is absent.
- Prepares lesson plans with assistance, as directed by an administrator, when lesson plans are not available in the classroom.
- Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent.
- Provides assistance for students who need special help on those days when no teacher is absent.
- Provides for individualized and small group assistance for students as indicated by lesson plans.

SUPERVISORY RESPONSIBILITIES:

Supervises students and oversees paraprofessional for instruction purposes.

Physical Requirements: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee should be conscientious, dependable, prompt, be in good health, able to lift and have good personal hygiene.

Standing, bending, squatting, reaching, stooping, pulling, and pushing in relation to what is pedagogical best practice.

EDUCATION and/or EXPERIENCE:

60 college credit hours

CERTIFICATES LICENSES. REGISTRATIONS:

DESE certification

EVALUATION: Building Principal/Classroom teacher

Matt Unger, *Superintendent*—(573) 377-2217

Michael Marriott, *High School Principal*—(573) 377-2218

Molly Roe, *Elementary Principal*—(573) 377-2219