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## 2015 - 2016 Substitute

### Job Description

San Antonio ISD  
Job Description

**SUBSTITUTE TEACHER**  
Rev. 06/2014

2015 - 2016 School Year

**Opens: June 03, 2015**  
**Closes: Until Filled**  
**Reports To: Principal/Department Head**  
**Campus/Department: Campus Assigned**  
**Wage/Hour Status: 2015-16 Substitute Pay Rate Schedule**

### Primary Purpose

Deliver instruction, provide support to staff/students, and perform related job duties/responsibilities during the absence of the regular employee.

### Qualifications

#### Education/Certification

- High school diploma or GED (recognized by the Texas Education Agency or a regional accrediting agency).
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant.

### Special Knowledge/Skills

- Ability to interact effectively with diverse groups of students in a professional manner.
- Ability to effectively deliver lesson plan while maintaining classroom management.
- Ability to follow oral and written instructions with limited supervision.
- Ability to adjust and adapt to a multitude of situations in the school environment.
- Ability to work as a member of a team to provide assistance to campus and staff.

### Major Responsibilities and Duties

*(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)*

1. Conduct instructional activities outlined by teacher.
2. Maintain regular classroom schedule.
3. Follow district guidelines in maintaining classroom management, discipline and confidentiality.
4. Support mission of school district by serving as a positive role model for students.

### Qualities of an Effective Substitute Teacher

1. Keep informed of and comply with state, district, and school regulations, including attendance, punctuality and confidentiality.
2. Use effective communication skills with district personnel.
3. Punctuality and dependability are essential functions of the job.
4. Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student centered environment.

### Supervisory Responsibilities

- Classroom and students as appropriate.

### Equipment Used

- Calculator, computer, printer, copier, fax, multiline telephone, and other equipment applicable to position.

### Working Conditions:

## Apply Now

Applications will be accepted beginning  
**Wednesday, June 03, 2015 12:00 AM**  
(Central Standard Time)

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**Working Conditions:**

**Mental Demands/Physical Demands**

Maintain emotional control under stress; work with frequent interruptions; frequent walking, standing, stooping, bending, pulling and pushing; lift/carry 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; pushing/pulling 10-35 pounds sporadically.

**Environmental Factors:**

Frequent exposure to: work indoors and outdoors in varying climate conditions (hot and cold), humidity extremes, noise, low or intense illumination, vibration. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.).

THE SAN ANTONIO INDEPENDENT SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY LAW.

Employee Acknowledgement of Receipt \_\_\_\_\_ Date: \_\_\_\_\_

Hiring Administrator \_\_\_\_\_ Date: \_\_\_\_\_

<i>Primary Location</i>	<b>CAMPUS ASSIGNED</b>
<i>Salary Range</i>	<b>Substitute</b>
<i>Shift Type</i>	<b>Part-Time</b>

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