



Fabens Independent School District

821 NE "G" Avenue ♦ P.O. Box 697
Fabens, TX 79838
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www.fabensisd.net

POSTING #172

Substitute Teacher

Primary Purpose

The primary purpose of this position is to be substitute for teachers in their absence by providing appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, and social growth in the absence of the classroom teacher.

Minimum Qualifications

- High School Diploma/GED and/or
- College credit hours from an accredited college/university
- On-year teaching experience (preferred)
- Must attend a substitute teacher training

Special Knowledge / Skills

- Speak, read, and write English
- Knowledge of curriculum and instruction including virtual learning
- Ability to instruct students and manage their behavior
- Strong, organizational, communication, and interpersonal skills

Location of Assignment:	Various Campus Locations
Salary:	Certified: \$90; Degreed: \$80; Non-Degreed: \$65
Employment Days:	As needed; On call basis
Posted:	February 24, 2021
Deadline:	OPEN UNTIL FILLED
Human Resources Contact:	Audry Ortegon-Galvan Phone: 915-765-2600 (ext. 2107)

NOTICE: If you are selected for a job with Fabens ISD, your immediate supervisor will be contacted prior to a final employment offer being made.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

**Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.*

HR USE
PCN# 1576



Fabens Independent School District

Job Title: Substitute Teacher

Exemption Status: Exempt

Reports to: Principal

Dept./School: Various Campus Locations

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Qualifications:

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College credit hours from an accredited college/university
One-year student teaching (preferred)
Must attend a substitute teacher training

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Major Responsibilities and Duties:

Reports to campus secretary and/or administrator upon arrival to campus.

Reviews with the principal or assistant principal all plans and schedules to be followed during the teaching day.

Provides classroom instruction to students as outlined in lesson plans left by the teacher or administrator.

Follows work schedule provided by the campus administrator and maintain the established routines and procedures of the assigned classroom.

Interacts in respectful ways with students at all times, maintaining a physically and emotionally safe, supportive learning environment.

Teaches lessons prepared by the absent teacher as detailed in the lesson plan book.

Consults, as appropriate with the campus principal before initiating any teaching or other procedures not specified in the daily lesson plan.

Maintains a professional appearance as a professional role model to students.

Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

Manage student behavior in accordance with Student Code of Conduct and student handbook.

Assumes responsibility for overseeing student behavior in classroom, hallways, lunchroom, restroom, and playground.

Takes the necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Performs any extra duties normally assigned to the regular teacher or assigned by the campus principal.

Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Meets and instructs assigned classes in the location and time designated.

Comply with state, district, and school regulations and policies for classroom teachers.

Attend and participate in faculty meetings and serve on staff committees as required.

Other Duties as Assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment.

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Fabens Independent School District does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its programs, activities, or employment.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board Policy.

Reviewed by _____ Date _____

Received by _____ Date _____