

**Section 400 - Personnel**  
**Employees Job Descriptions**  
**Substitute Teacher**

**File: 405.29 – R1**

The substitute teacher shall be assigned and supervised by the building principal. Informal evaluations may occur at the discretion of the school administration. A formal evaluation shall occur only if the substitute is employed in a long term capacity lasting one semester or longer. The duties of the substitute teacher shall include, but not limited to, the following:

1. Maintaining a current, valid Nebraska Teaching Certificate, State Substitute Certificate, or a Local Substitute Certificate on file in the office of the district superintendent of schools;
2. Maintaining, as fully as possible, the established routines and procedures of the school and classroom to which he or she is assigned;
3. Teaching the lessons outlined and described in the substitute teacher's guide as prepared by the absent teacher;
4. Consulting with the building principal before initiating any teaching routine or changing other procedures used by the classroom teacher
5. Reporting, in writing, on the day's activities at the conclusion of each teaching day;
6. Verifying with the principal's office that his or her attendance will or will not be required on the following teaching day;
7. Following all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
8. Maintaining confidentiality of sensitive information related to staff, students, and parents;
9. Maintaining a cordial and cooperative working relationship with all personnel and students.
10. Performing other duties as assigned.