

Hernando County School Board
Florida

FLSA: Non Exempt, Non-Union

<u>ASSOCIATE TEACHER SUBSTITUTE</u>
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Required Qualifications:

- Associates Degree or 60 hours of College Credit or in the last year of completion of an AA if a graduate of a Hernando County Teacher Academy program
- Enter into a qualified program to complete a degree from a College of Education
- Signed agreement to work with Hernando County Schools for 4 years after certification as a teacher
- Desire to be a certified teacher in a core academic area

Desired Qualifications:

- Ability and desire to work with students, teachers, counselors and administrators
- Ability to work with students and parents

Performance Responsibilities:

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- Assist students with their seat work
 - Facilitate small group instruction
 - Facilitate classroom activities
 - Create lesson plans
 - Check papers and record grades
 - Alert supervising teacher to any problems or special information about an individual student
 - Act as a liaison between school, parents and students
 - Participate in staff development activities appropriate for assignment
 - Monitor room for student behavior, cleanliness and safety
 - Make bulletin boards
 - Prepare material for lessons and follow-up instruction using manipulatives/technology/best practices
 - Meet with your assigned supervising teacher as directed
 - Perform other duties as assigned by the principal and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Principal and/or designee

Evaluation:

Annual Evaluation by Principal and/or designee

Terms of Employment:

10-month employment

Salary:

Salary based on approved salary schedule – Associate Teacher Substitute

Job Code: