

**Hernando County School Board**  
**Florida**

FLSA: Non Exempt, Non-Union

<b><u>ASSOCIATE TEACHER SUBSTITUTE</u></b>
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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

**Desired Qualifications:**

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

**Performance Responsibilities:**

- Enroll in and make satisfactory progress in a qualified Bachelor's degree program
- 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:**