



## Job Description

**Job Title:** Substitute Teacher (Long-Term)

**Supervisor:** Principal

### **Job Summary**

The long-term substitute is responsible for providing classroom coverage for a teacher who is absent for an extended period of time. The long-term substitute works the regular hours of the absent classroom teacher during his/her absence.

### **Essential Duties**

1. Teaches content and skills in subject area utilizing curriculum designated by Newport News Public Schools and other appropriate learning activities.
2. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of Newport News Public Schools.
3. Develops lesson plans and supplementary materials compatible with the division's basic instructional philosophy and congruent with course/SOL standards; provides individualized and small group instruction in order to adapt the curriculum to the needs of each student and subgroups of students.
4. Evaluates academic and social growth of students, prepares report cards, keeps appropriate records to include attendance reports, checklists, census forms, and other recordkeeping activities as necessary.
5. Evaluates each student's progress in meeting the course standards.
6. Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
7. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve learning, health and attitude problems.
8. Communicates with parents and school counselors on student progress.
9. Supervises students in assigned out-of-classroom activities during the working day.
10. Participates in faculty committees and the sponsorship of student activities.
11. Administers testing in accordance with division testing practices.
12. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Performs any other related duties as assigned by the Principal or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Bachelor's Degree and 2.5 GPA required. No license is required but preference is given to those eligible for, or in possession of, appropriate Virginia Teaching License in the subject. Possess familiarity with the subject(s) being taught. Demonstrate some knowledge of the principles and methodologies of effective teaching. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, & the public.

### **Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; ability to bend, to stoop, sit on the floor, climb stairs, walk and reach overhead.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Instructional assistants

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Long-Term Substitute will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

### **Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Substitute Name (Print)

Signature

Date

7/2025