

HANCOCK COUNTY SCHOOLS
NEW CUMBERLAND, WEST VIRGINIA

POSITION: Substitute Teacher

GENERAL JOB DESCRIPTION: The day to day substitute teacher may serve as a substitute teacher when requested by the superintendent or the superintendent's designee.

QUALIFICATIONS: Must hold a valid West Virginia teaching certificate and must meet all employment criteria.

FUNCTIONS AND RESPONSIBILITIES:

The substitute teacher agrees to perform all the duties of said position and employment and agrees to observe and enforce the rules and regulations lawfully prescribed by school authorities insofar as such rules and regulations may be applicable.

The appointment as a day-to-day substitute teacher carries no assurance that any stipulated number of days of employment shall be provided.

All substitutes are required to dress appropriately according to job responsibilities. Blue jeans and casual dress are inappropriate.

Working hours are determined by the regular hours of the assigned position for that day.

Prior to being recommended as a substitute teacher, the applicant will be required to receive training on the TSSI call-out system. Fingerprinting may also be required.