

**Substitute Teacher**  
**Lexington R-V School District**  
**Lexington, MO 64067 (660) 259-4369**

**Job Description:**

The Substitute Teacher is responsible for carrying out the lesson plans of the teacher for whom he/she is substituting and meeting the duties of teaching as outlined in laws and policies.

Duties of this position include but are not limited to:

1. **Programming:**

- a. Following the lesson plan left by the teacher for whom he/she is substituting in accordance with the district's philosophy, goals and objectives.
- b. Meeting and instructing assigned classes in the locations and at the time designated.
- c. Establishing and maintaining order in the classroom.
- d. Maintaining a classroom environment conducive to effective learning.
- e. Taking all necessary and reasonable precautions to protect students, materials, equipment and facilities.
- f. Assisting in upholding and enforcing school rules, administrative regulations, and School Board Policies.

2. **Public Relations:**

- a. Cooperating with school personnel.
- b. Establishing and maintaining cooperative relations with faculty, staff and parents/guardians.

3. **Reporting:**

- a. Reporting to the principal or his/her designee at the beginning and end of the school day.

4. Other responsibilities as directed by the principal.

**REQUIRED QUALIFICATIONS:**

1. Completion of 60 college hours.
2. Successful completion of a background check

Interested candidates should obtain an application by calling 660-259-4369 or online at [www.lexington.k12.mo.us](http://www.lexington.k12.mo.us) and submit to:

Lexington R-V School District  
C/O Carroll Meierer  
Substitute Teacher Position  
2323A High School Drive,  
Lexington, MO 64067

