



Sage School Substitute Teacher Duties, Responsibilities & Employment Contract

Substitute Teacher Name _____ Date _____

Duties & Responsibilities:

1. Arrive on time to review plans and organize materials.
2. Check in and out daily in the lobby.
3. Dress in conservative, comfortable, business casual attire.
4. Use positive discipline to manage classroom behavior.
5. Let Christian values and the school mission guide all decisions.
6. Follow plans and guidelines set by the teacher and school.
7. Use Microsoft Office products including Word, Email, and Teams as needed.
8. Leave notes for the teacher about the lesson and class/student behavior.
9. Let another teacher or staff member know when you have questions.
10. Consult the Head of School for questions not answered by teachers & staff.

Payment rates:

- If I work a total of four hours or less the salary will be \$40 per day.
- If I work more than four to eight hours the salary will be \$80 per day.

Acknowledgements:

I agree to sign in and out on the log Sage provides.

I agree to the statement of faith and completed signature page.

I agree to the terms outlined in the Employee Handbook & signed page 77.

If I have any questions or concerns, I will discuss them with Mrs. Cannon.

I understand that I cannot photograph or record students.

I understand this contract does not guarantee set hours.

I know employment gives me the flexibility to accept or decline work, but Sage values substitute teachers as a integral part of the staff and "Sage Family".

I agree to observe appropriate confidentiality regarding pupil, parent, and school matters.

I understand that I will be paid on the last business day of the month.

I acknowledge that I have read and understand this document.

Substitute Teacher Signature _____ Date _____