

**BARRINGTON COMMUNITY UNIT SCHOOL DISTRICT 220**  
**BARRINGTON, ILLINOIS 60010**

**JOB DESCRIPTION**

**TITLE:** PERMANENT SUBSTITUTE TEACHER

**QUALIFICATIONS:**

1. Hold an Illinois Professional Educator License (PEL) or Substitute License (SUB)
2. Must hold a Bachelor's Degree or higher from regionally accredited institution of higher education
3. Previous experience in classroom setting preferred
4. Ability to follow both oral and written communication of the English language
5. Ability to communicate in both oral and written means
6. Ability to effectively present information and respond to students and staff
7. Ability to effectively manage time and responsibilities
8. Ability to be professional in appearance, attitude, and demeanor
9. Must be comfortable with technology
10. Must be committed to working every day of student attendance

**REPORTS TO:** Office of Human Resources Substitute Coordinator/Building Principal

**POSITION SUMMARY:** The permanent substitute teacher is responsible for providing instruction to assigned students every day of student attendance. Please note that this position may require occasional travel to other district buildings, lesson planning, grading, and other duties as assigned.

**ESSENTIAL FUNCTIONS:**

Assumes all duties and responsibilities of the absent teacher including but not limited to:

1. Adhere to the curriculum and lesson plans assigned by the regular teacher
2. Take attendance and document daily notes
3. Provides adequate supervision to support the health, safety, and well-being of all students
4. Maintains and respects confidentiality of students and school personnel information
5. Remains with students during entire assignment, unless instructed otherwise by building principal
6. Provides small group instruction to students as required by the building principal
7. Collaborates with another certified staff to plan and grade, as needed

8. Report any student conduct issues, accidents, and illnesses to appropriate authority immediately or as soon as is reasonably possible; provide written documentation of these incidents to regular teacher
9. Reports to office upon arrival at school in a timely manner; checks out with front office upon dismissal, when necessary
10. Performs recess and lunch duties according to teacher schedule
11. Returns instructional materials, equipment, and keys to proper place
12. Maintains a professional appearance as an example to students
13. Complies with and supports school and state regulations and policies
14. Complies with all building procedures and schedules
15. May travel to different schools throughout the school year

**EQUIPMENT:**

- Use of standard office equipment such as computer or tablet, printer, copy and fax machines, and telephone

**PHYSICAL DEMANDS:**

- Works in standard office and school building environments
- Occasional lifting of weights up to 50 pounds
- Occasional movement of students by wheelchairs and other mechanical devices may be required
- Frequent walking, standing, and stooping

**TERMS OF EMPLOYMENT:** (Completed by the Office of Human Resources)

1. 7.25 hours per day (hours)
2. Student Attendance Days  
January 2021-End of 20/21 School Year (days)
3. Pay is \$220 per day (Salary Grade)