

Marquardt School District 15 Job Description

Job Title: District Permanent Substitute (1-Year Position)

Position Type: Substitute

Supervises: NA

Reports To: Teaching and Learning Administrator

Role Purpose: *To provide classroom instruction and ensure student safety and general welfare in the absence of the regularly assigned classroom teacher across various district schools as assigned by the District Office.*

Qualifications

- Valid Illinois Professional Education License (PEL) or Substitute Teacher License (SUB) required

Knowledge and Skills

- Collaborate and work cooperatively with District personnel
- Follow oral and written directions
- Maintain and exercise strong interpersonal skills with staff and students
- Ability to maintain effective classroom management strategies
- Demonstrates dependability and promptness
- Adaptability and flexibility to transition between different school buildings and grade levels as directed by district needs.

Essential Responsibilities

- Report to District Office for building assignments and report to the assigned building.
- Implement the lesson plans that are left by the classroom teacher to facilitate student learning
- Review substitute teacher files prior to students arriving in the classroom and follow/monitor lesson plans per teacher directions
- Follow teacher's directions that are in substitute file, including review of the District Emergency Plan procedures and other applicable resources left to ensure smooth and safe classroom operations
- Maintain a positive and respectful classroom atmosphere
- Manage student behavior to ensure students are fully engaged in learning
- Ensure the adequate supervision to assure health, welfare, and safety of all students
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Maintain the highest level of ethical and professional conduct with students, staff, and parents in accordance with Board policy.
- Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible.
- Leave detailed written notes for the teacher about how the day proceeded including details about specific work that was accomplished and details of any behavior issues that occurred.
- Maintains confidentiality with any information learned concerning staff, parents or students.
- Report to the Building Substitute Coordinator for messages and to checkout at the end of the day.
- Dismisses all students from the classroom before leaving the building.
- Returns instructional materials, equipment, and keys to proper place.
- Performs other related duties as assigned by building administrator(s).
- Other duties as assigned by building Administrator, or designee.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, talk, hear, taste, and smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee regularly works inside but could occasionally be outside and is subject to noises associated with an educational environment both indoors and outdoors that is deemed moderate. The employee works in an educational setting with children of varying ages and abilities is directly responsible for the safety, well-being, and work output of students. Duties may occasionally be performed in libraries, cafeterias, parking lots, gymnasiums, auditoriums, hallways, and on field trips away from the school.

****The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.*