

## **Job Description**

**TITLE:**         **Substitute Teacher**

**QUALIFICATIONS:**

Current Illinois Professional Educator License **or** Substitute License  
Either type of certificate must be registered in Region 06 – West Suburban  
Cook County

**REPORTS TO:**             Assistant Principal

**JOB GOAL:**             To create an optimal learning environment that focuses on a variety of Individual educational needs; to inspire, motivate and stimulate students to master course content and develop skills to the utmost of their learning capabilities.

**RESPONSIBILITIES:**

1. Report to the assigned building each morning and receive appropriate substitute teaching assignment.
2. Keep accurate attendance records for the teaching assignment, and provide a written report to the teacher concerning the activities completed during day.
3. Follow the lesson plans provided and when not available present alternative assignments for the class.
4. Maintains desirable discipline standards in the classroom in an atmosphere conducive to learning and assists when needed with student disciplinary control in other school areas.
5. Performs other job-related duties as directed by the administration.