



**TITLE:** Substitute Teacher

**QUALIFICATIONS:**

- Current Illinois Professional Educator License or Substitute License
- General knowledge of Common Core Standards, teaching and instruction
- Demonstrated ability to be self-directed, take initiative and manage classroom behaviors
- Strong interpersonal, communication and organizational skills
- Flexible and able to adapt to change with short notice

**JOB GOAL:** Provide classroom coverage for teachers in various buildings who are absent. Continue classroom learning in accordance with the absent teacher's lesson plans.

**REPORTS TO:** Building Principal

**SUPERVISES:** Students

**PERFORMANCE RESPONSIBILITIES:**

- Instruct students in assigned classroom by using lesson plans provided by absent teacher or developing interactive lessons if none provided.
- Responsible for taking attendance and the well-being and safety of students.
- Ensure classroom and its equipment are in order at the end of the day.
- Keep and leave a status report of lesson plans completed and the group's accomplishments.
- Maintains established routines and procedures of the school and classroom to which he/she is assigned.
- Uses a variety of materials and teaching strategies to stimulate and maximize student learning.
- Utilizes approved instructional material and procedures of the school and classroom in which he/she is assigned to.
- Be a positive role model for the students.
- Manage student behavior in accordance with District 75's policies and procedures.
- Maintains appropriate supervision of students at all times.
- Maintain confidentiality regarding students and staff personal information.
- Other duties as assigned by the Building Administrator.

**TECHNICAL**

**SKILLS:** The individual must be proficient in computer usage, word-processing, spreadsheets, presentation and other school-based software.

**PHYSICAL**

**REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, kneel, crouch, stoop, reach, twist, and lift 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.

**TRAVEL REQUIREMENTS:**

The individual will need to provide own transportation to district and professional meetings as required.

**OTHER SKILLS AND ABILITIES:**

Ability to keep regular schedules and perform special tasks as assigned. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

**ADDITIONAL DUTIES:**

Performs other related tasks and/or duties as assigned by the administration.

**TERMS OF EMPLOYMENT:**

As Needed

**SALARY:**

\$135 Full Day Rate; \$60 Half Day Rate

**APPROVED BY THE BOARD OF EDUCATION:**

TBD

**FLSA STATUS:**

Exempt

**PERFORMANCE EVALUATION:**

Performance will be evaluated pursuant to Board policy.