



Job Title: Long Term Substitute Teacher - 3rd Grade

Organization: Keeneyville School District 20

Location: Waterbury Elementary School

Reports To: Building Principal

Base Rate: \$150/day, increases to \$250/day retroactively back to day 1 after completing 30 days of service.

Anticipated Dates: November 11, 2026 – February 24, 2027

Qualifications

- **License:** Illinois Professional Educator License (PEL)
- **Endorsement:** Self-Contained General Education Endorsement

Position Summary

Under the general supervision of the School Principal, the Long-Term Substitute Teacher facilitates student success and academic growth by implementing district-approved curriculum, documenting student progress, addressing individual learning needs, and maintaining a supportive, structured classroom environment.

Primary Responsibilities

- **Curriculum & Instruction:** Develop and administer grade-level curriculum aligned with district goals. Translates lesson plans into engaging learning experiences to best utilize instructional time.
- **Classroom Environment:** Promotes a safe classroom environment conducive to individualized and small-group instruction as well as general student learning.

- **Assessment & Student Needs:** Conducts ongoing assessment of student learning and modifies instructional methods to fit individual student needs, including students with special needs.
- **Record Keeping:** Organizes and maintains an accurate system for record-keeping, grading, and attendance reporting as required by district procedures and applicable laws.
- **Parent Communication:** Encourages parental involvement in students' education and maintains effective communication with students and parents.
- **Behavior Management:** Ensures student conduct conforms to school standards and district policies, maintaining classroom behavior standard necessary for a functional learning atmosphere.
- **Collaboration:** Coordinates with other grade-level staff to evaluate curriculum, and participates in faculty meetings and committees.
- **Testing:** Administers standardized tests in accordance with district testing programs.