

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201

JOB DESCRIPTION

Job Title: **Permanent Substitute Teacher (Non-Union)** Reports To: **Building Administration**
Pay Schedule/Range: FLSA Status: **Exempt**
Prepared/Revised Date: **June 2025** Work Year: **181 Days**

SUMMARY: Permanent Substitute works for the duration of a school year and is available to substitute teach in classrooms where a staff member is absent. Permanent Substitutes can expect to cover a variety of short-term and long-term assignments based upon the building's needs. The Permanent Substitute may also be required to perform duties as assigned when no substitute teacher assignments are available. Success in this position will be demonstrated by providing excellent instructional and classroom management service throughout the absence of the full-time teacher.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews and implements lesson plans
- Monitors and engages students
- Gives clear instructions and helps students understand the lesson
- Maintains discipline and control of the classroom
- Fosters a safe and nurturing learning atmosphere
- Records and grades quizzes, homework, projects, and exams, when appropriate and necessary
- Maintains the confidentiality of student and school personnel information in accordance with District policy and law
- Performs other duties as assigned

QUALIFICATIONS & REQUIREMENTS:

- Valid Illinois Substitute License or Professional Educator License
- Flexible and willing to adapt to change with short notice
- Ability to teach day-to-day assignments or longer term assignments
- Ability to instruct and communicate with parents, when appropriate and necessary
- Ability to collaborate with others
- Willingness to help supervise students
- Positive attitude
- Teaching experience preferred
- Willingness and ability to work every day
- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.

MENTAL DEMANDS:

Knowledge

The employee must have foundational knowledge in a specific field. Ability to read, analyze, and interpret procedures and regulations. Ability to communicate verbally and perform technical writing, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, students, administrators and the general public. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability

The employee shall support the district in the communication of the district's mission and goals; engage in the collaborative dialogue with peers; maintain records and prepare reports; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and timelines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated management methods; learn new methods of management through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

Education/Preparation

The employee shall possess the equivalent of a high school diploma; successful employment in a similar role; successful completion of any applicable proficiency exams; and possess/maintain appropriate current and/or future licensure expectations through the State of Illinois.

Reasoning

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals, and office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, E-mail, etc.
- Operating knowledge of and experience with collaborative software, such as Google Suite, Microsoft One or similar sharing tools
- Operating knowledge of and experience with education software, including student information systems and special education reporting software

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | |
|--------------------|-------------------------|
| | POSITION TITLE |
| Reports to: | Building Administration |

| Direct Reports: | POSITION TITLE | # of Employees |
|------------------------|-----------------------|-----------------------|
| | | |

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee is frequently required to use hands to handle or feel instructional and technological resources. 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 50 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: The employee shall possess exemplary oral and written communication skills. The employee shall be proficient with technological aspects of the position, including computing software and hardware, as well as video and camera equipment and software. The employee shall use board approved resources and technology. While performing the duties of this job, the employee occasionally works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.