# JOB DESCRIPTION

TITLE: Substitute Teacher

QUALIFICATIONS: Teacher must have a valid Illinois Substitute Teaching License or an Illinois Professional Educator License.

PERSONAL: Must have a command of the English language, good interpersonal skills, initiative, and the willingness to work with students and teachers. Must be able to perform set up procedures, carry out tasks, and solve problems with minimal consultation with, or directions from administrator in charge.

REPORTS TO: Building Principal, Assistant Principal, Division Coordinator

RESPONSIBILITIES:

1. Follow the lesson plans of the regular teacher.
2. Comply with district and building processes and procedures.
3. Provide guidance and advice to students as it relates to the lesson.
4. Prepare and submit reports to the regular teachers.
5. Assist in upholding and enforcing school rules, administrative regulations and Board policy.
6. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
7. Performs other professional responsibilities necessary for the maintenance of the school's educational environment.

District 11/2019