

**Title:** Substitute Teacher

**Qualifications:**

- Current Illinois Professional Educator License or Substitute License.
- Preferred Endorsements: Elementary Education, Early Childhood Education
- Teaching experience in multiple grade levels is preferred.
- General knowledge of curriculum and instruction.
- Ability to instruct students and manage their behavior.
- Strong organizational, communication, and interpersonal skills.

**Reports To:** Building Principal

**FLSA Status:** Non-exempt

**Performance Responsibilities:**

- Assume all responsibilities and duties assigned by the absent teacher.
- Implement lesson plans provided by the classroom teacher that fulfill the requirements of the District's curriculum program.
- Implement classroom teacher-designed lesson plans that reflect accommodations for differences in student learning styles, use appropriate instructional strategies and materials.
- Will be available to substitute for certified and/or non-certified positions at any school in the district as needed.
- Assist with educational activities.
- Be a positive role model for students.
- Create classroom environments conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with District 160 policies and procedures.
- Supervise non-classroom duties when assigned.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Use effective communication skills to present information accurately and clearly.
- Report all student injuries, accidents, and illnesses to the building administrator.
- Maintain confidentiality regarding students' and staff's personal information.
- Uphold computer technology acceptable use policies.
- Complete an end-of-day evaluation each time working as a substitute
- Other duties as assigned.

**Terms of Employment:**

- This is a day-to-day temporary at-will position. The district reserves the right to discontinue employment at any time during the school year.