



## JOB DESCRIPTION Substitute Teacher

### GENERAL INFORMATION

<b>Title:</b>	Substitute Teacher	<b>Union Status:</b>	Exempt
<b>Department:</b>	NA	<b>Work Year:</b>	School Calendar
<b>Location:</b>	School Buildings	<b>Reports To:</b>	Principal
<b>ISBE Classification/Code:</b>		<b>Evaluation:</b>	
<b>FLSA Status:</b>	Non-Exempt	<b>Supervisory Responsibilities:</b>	None

#### **GENERAL RESPONSIBILITIES:**

- To Execute the lesson plans provided in order to facilitate learning: to provide an environment favorable to learning and growth; to establish effective rapport with students to motivate, to develop skills, attitudes, and knowledge in accordance with each student's safety.

#### **ESSENTIAL FUNCTIONS:**

- Effectively implements lesson plans and utilizes instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- Effectively instructs students in basic subject matter as specified in state law and regulations, and stated in district regulations, expectations, procedures, and standards of performance
- Effectively establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Effectively communicates with classroom teachers and administrators as necessary about students.
- Modifies instruction to meet the individual needs of students
- Supervises students in out-of-classroom activities during the working day as assigned
- Assists in the administration of standardized tests in accordance with district testing program
- Performs essential job functions without direct threat to the health and safety of others
- This list of essential job functions is not exhaustive and may be supplemented as necessary by the principal
- Ability and willingness to teach in person, virtually, or concurrently when needed.

#### **CORE COMPETENCIES**

- Highly ethical and able to maintain confidentiality
- Demonstrates professional conduct at all times
- Displays quality work through accuracy and attention to detail
- Effective written, verbal, and technology based communication skills
- Exhibits a service orientation
- Excellent attendance and punctuality

#### **EDUCATION, CREDENTIALS and/or EXPERIENCE:**

- Valid SUB/STS/PEL License
- Must have the ability to travel to/from various locations in the district as needed



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### **Physical Demands and Work Environment:**

While performing the duties of the job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is regularly required to reach with hands and arms. The employee is regularly required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee regularly types using a keyboard.

In the work environment, the employee is regularly exposed to video display and regularly works in the school office, classroom, hallway, cafeteria, and playground settings. The employee is frequently exposed to outdoor weather conditions. The employee will have contact with students, teachers, administrators and the public which requires appropriate demeanor and apparel. The noise level in the work environment is usually moderate to loud.

*The physical demands and work environment described 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.*

**Reviewed/Revised:** March, 2021

*The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with the business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.*

*The school district has regularly scheduled breaks, including the summer break when school is not in session. During these breaks, the district provides you the assurance, in good faith, that you will return to work in the same or similar position at the completion of the break. Your continued employment is on an at-will basis, which means you or the District may cease employment at any time. If you decide to discontinue substituting for District 15, you must contact Human Resources. The District will also send a fillable form to your District email account each spring to be completed indicating whether or not you intend to return for the next school year.*