



### **Job Description** **Permanent Substitute**

Title: Permanent Substitute

Department: Building Level/Human Resources

Reports To: Building Principal

Supervisory Responsibilities: None

#### **DISTRICT 181 EXPECTATIONS**

All District 181 employees are expected to:

- Support all aspects of a student's development (social/emotional, academic, physical, artistic expression) through caring and respectful relationships
- Take collective responsibility for providing equitable opportunities and supporting learning environment for students
- Maintain positive relationships with students, parents/guardians, and staff

#### **GENERAL RESPONSIBILITIES:**

Permanent substitutes are embedded within a school community for the duration of a school year and are available to substitute teach in classrooms where a staff member is absent. Permanent substitutes will fill both short-term and long-term assignments and may be asked to provide duties at various buildings in the District.

#### **ESSENTIAL FUNCTIONS:**

- Communicate and liaison on a regular basis with other teachers in regards to planning, assessment, parent and community contact, and grade level meetings;
- Instruct students in assigned classroom by using lesson plans provided by the teacher or by enacting new lesson plans;
- Convey information to students to prepare them to achieve curriculum goals and to ensure the teacher's absence does not cause an interruption in classroom instruction;
- Develop lesson plans as needed;
- Gain familiarity with district curriculum and resources;
- Maintain classroom safety;
- Perform supervision duties as assigned;
- Assist in development of curricular materials as assigned; and
- Perform Ad Hoc duties that are not listed.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Flexible and willing to adapt to change at short notice
- Ability to teach day to day assignments or longer term positions
- Ability to instruct and communicate well with elementary students
- Ability to communicate with parents
- Ability to collaborate with others
- Willingness to help supervise
- Positive attitude
- Teaching experience

**EDUCATION, CREDENTIALING and/or EXPERIENCE:**

- Bachelor's degree
- Professional Educator License, preferred or Substitute license

	Not Important	Desirable	Essential	Critical
PHYSICAL ABILITY JOB REQUIREMENTS				
Walking, standing, climbing stairs				X
Seeing - Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.				X
Hearing				X
Speaking				X
Lifting/carrying objects weighing 5-25 lbs.			X	
Lifting/carrying objects weighing over 20 lbs.	X			
Pushing/pulling carts, dollies, etc.	X			
Climbing ladders, scaffolding, etc.	X			

Regularly working at assigned site(s).				X
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Driving a car, van or truck on public roads or highways.			X	
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.				X
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in a confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.	X			
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at a computer screen/reading data on a PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date