

## **Special Education Cadre Substitute**

### **Purpose Statement**

The Cadre Substitute covers for classes when teachers are absent. This position implements instruction to assist students in understanding a subject matter as well as to provide instruction in functional behaviors needed for academic and socio-emotional progress. Priority is given to Special Education classrooms.

This job reports to the Assistant Principal of Operations and the Director of Special Education.

### **Essential Functions**

- Take Attendance
- Execute lesson plans provided by teacher
- Maintain classroom behavior management
- Create lesson plans as needed
- Input grades as needed
- Assist with implementing student IEPs
- Other duties as assigned

### **Job Requirements: Minimum Qualifications**

- Illinois Professional Educator License (PEL)
- LBS1
- Bachelor's degree

### **Performance Evaluation**

Performance of this job will be evaluated in accordance with provisions of the District evaluation procedures.

Candidate must apply on-line at [www.niles-hs.k12.il.us](http://www.niles-hs.k12.il.us)

Niles Township High Schools District 219 is an equal opportunity employer. It is the policy and practice of District 219 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 219 ensures equal employment opportunities regardless of race, creed, sex, sexual orientation, color, national

origin, religion, age or handicap. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

ORIGINAL

JOB DESCRIPTION

Niles Township High School District 219

Cadre Substitute

**Purpose Statement**

The Cadre Substitute covers for classes when teachers are absent to aid students in understanding a subject matter, as well as to provide skills required for programmed lessons and purposeful training for the classroom he/she is assigned.

This job reports to the Assistant Principal of Operations.

**Essential Functions**

- Take Attendance
- Execute lesson plans provided by teacher
- Maintain classroom discipline

**Job Requirements: Minimum Qualifications**

- Illinois Professional Educator License (PEL)
- LBS1
- Bachelor's degree

**Performance Evaluation**

Performance of this job will be evaluated in accordance with provisions of the District evaluation procedures.

Candidate must apply on-line at [www.niles-hs.k12.il.us](http://www.niles-hs.k12.il.us)

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