



GLENBROOK HIGH SCHOOL DISTRICT 225
3801 W LAKE AVENUE
GLENVIEW, IL 60026

Substitute Teacher Job Description

Department:	Administration
Location:	District-Wide
FLSA Status:	At-Will Employee
Term:	School Year
Wage Classification:	Daily
Supervisor:	Building Principals and Executive Director of HR

Position Summary

The primary purpose of this position is to maintain the continuity of classroom instruction in a positive learning environment through effective instruction as specified by the lesson plans provided by the teacher while the teacher is absent.

Education and/or Experience and Qualifications

- Substitute Teaching license or Professional Educator License or Professional Educator License with Stipulation or Short Term Substitute Teaching License, registered in Cook County, Illinois, for the current school year.
- Ability to obtain a Substitute Teaching license.
- Previous experience in a classroom setting preferred.
- Proven record to work positively and productively with adults and high school-age students.
- Knowledge of web-based programs (i.e., RedRover) preferred
- Proficiency in using office equipment such as a computer, laptop or tablet, printer, copy, and fax machines.
- Proficiency in utilizing technology and computer software.

Essential Functions

- Assumes all duties and responsibilities of the absent teacher, including but not limited to
 - Provides classroom instruction to students as outlined in lesson plans provided.
 - Consults with the Instructional Supervisors to resolve questions.
 - Creates and supports a learning environment conducive to learning.
 - Ensures the adequate supervision of students to ensure all students' health, safety, and well-being.

- Maintains and respects the confidentiality of students and school personnel information.
- Remains with assigned students during the entire assignment unless instructed otherwise by the Building administration.
- Reports any student conduct issues, accidents, or illnesses to the appropriate authority immediately or as soon as reasonably possible.
- Reports to the front desk and department assistant upon arrival at school promptly; checks out with the front desk upon dismissal.
- Returns instructional materials, equipment, and keys to proper places.
- Maintains a professional appearance and an example to students.
- Complies with and supports school and state regulations and policies.
- Complies with all building procedures and schedules.

District, School, and Department Culture

- Models mutual respect; integrity; professionalism; multicultural awareness; gender, racial and ethnic equity; and the values, beliefs, and attitudes that inspire others to perform to their highest potential.
- Recognizes and respects divergent opinions and respects the authority of others.
- Maintains open communication with all building and district staff members through various meetings to ensure information is disseminated promptly.
- Recognizes students, as appropriate, for their actions and achievements.

Skills Required

To perform this job successfully, an individual must demonstrate satisfactory performance in each essential duty. The requirements listed below represent the skills and abilities required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to maintain composure in difficult situations to keep a respectful and friendly environment for students and staff.
- Ability to establish and maintain effective working relationships with staff members and students.
- Ability to communicate in English clearly and concisely, orally and in written form.
- Ability to maintain and grow current job skills as directed.
- Ability to use electronic devices and commonly used software, including student management and grade book software, finance software, Microsoft Office, Google Apps for Education, and other cloud-based software. Must have the capacity to learn and become proficient with new computer software as needed with minimal guidance.
- Ability to perform essential duties with an awareness of school district requirements and Board.
- Proficient with PCs, tablets, and other mobile electronic devices.
- Demonstrated aptitude for the work to be performed
- Demonstrated aptitude as a self-starter who works with minimal supervision
- Effective human relations and problem-solving skills
- Strong orientation toward providing customer service
- Strong work ethic and organizational skills

- Ability to maintain confidentiality
- Ability to communicate in both oral and written means.

Physical Demands

The physical demands described here 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 essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk, and listen.
- The employee is frequently required to stand, walk, operate office and computer equipment, reach with hands and arms, and frequently repeat actions with the same hand, arm, or finger motion, such as when entering data at a computer.
- Specific vision abilities required by this job include close vision and the ability to adjust focus. In addition, the ability to withstand the long-term use of computer monitors is required.
- The employee may occasionally lift and move up to 30 pounds, such as file boxes.

Work Environment

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The noise level in the work environment is usually low; however, occasionally, the noise level will be moderate or high.
- The pace of the work tasks is considered fast.
- Work is at multiple job sites daily.

The information in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive listing of duties performed in this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned.

Glenbrook High School District 225 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The District has a policy of actively recruiting qualified minority employees, licensed and non-licensed. Individuals requiring assistance completing an application for this

opening should contact the Human Resources Office.