BELVIDERE DISTRICT 100
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VACANCY NOTICE

POSITION:	**Long Term Substitute Math Teacher**
LOCATION:	**Belvidere High School**
SCHOOL YEAR:	**2026-2027**
WORK SCHEDULE:	**Oct 29, 2026 - Dec 10, 2026**
SALARY:	**Starting at $170.00/day (Substitute Wages)**
BENEFITS:	**Not Applicable**
QUALIFICATIONS/EXPERIENCE:	**PEL with Math Endorsement, preferred or Substitute License**

Qualified applicants should complete an online application at www.district100.com.

Human Resources Department
Belvidere Community Unit School District 100
1201 Fifth Avenue
Belvidere, IL 61008

Posting: Oct 8, 2026

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, developmental disability, national origin, ancestry or marital status

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Job Description

Position: Substitute Teacher

Reports to: Building Principal

Qualifications/Skills:

- **MUST** hold a valid PEL with Math Endorsement, preferred or Substitute License, which is registered with the Regional Superintendent of Schools in Boone/Winnebago county. (If you hold a valid professional educator license, educator license with stipulations or paraprofessional license and hold a bachelor's degree, you are qualified to be a substitute teacher. You **do not** need to hold a substitute teaching license.)
- Ability to work effectively with administrators, staff, students, and community members
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to conduct and maintain a professional demeanor and deliver service excellence
- Ability to maintain confidentiality and discretion when dealing with students, school employees, and the general public
- Proficient in the operation of personal computers and various software; including database, spreadsheets and word processing

Terms of Employment: Scheduled as Needed

Basic Function: A substitute teacher serves as a temporary instructor in the absence of the regular classroom teacher. Their primary role is to ensure continuity in the educational process by following the lesson plans and instructions left by the absent teacher.

Performance Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- **Teaching:** Delivering lessons according to the provided lesson plans and instructional materials left by the regular teacher.
- **Classroom Management:** Maintaining discipline and order in the classroom to create a conducive learning environment.

- **Supervision:** Overseeing students during class hours, including monitoring behavior, attendance, and ensuring student safety.
- **Instructional Support:** Providing assistance to students with assignments, answering questions, and offering guidance as needed.
- **Adaptability:** Adjusting teaching strategies and approaches to meet the needs of diverse learners and various grade levels.
- **Communication:** Collaborating with school staff, administrators, and parents to address any concerns and provide feedback on student progress.
- **Flexibility:** Being available for short-notice assignments and being able to adapt quickly to different teaching environments and curriculum requirements.
- **Professionalism:** Following school policies, procedures, and ethical guidelines, and maintaining a professional demeanor at all times.
- **Record Keeping:** Keeping accurate records of attendance, student behavior, and any significant incidents that occur during the absence of the regular teacher.
- **Continuing Education:** Engaging in professional development opportunities to enhance teaching skills and stay updated on educational trends and practices.

Evaluation: Performance of the job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of educational support personnel.