



Frankfort School District 157-C
10482 W. Nebraska Street, Frankfort, IL 60423
Phone: 815-469-5922 Fax: 815-469-8988
www.fsd157c.org

Job Description: Permanent Substitute

Classification Group: Education Support Personnel (ESP)

Job Summary & Essential Functions:

Under the general supervision of the building principal and district administration, the primary role of this position will be to serve as a daily substitute teacher throughout the full designated school year. The substitute teacher will be responsible for the supervision and management of classrooms in absence of the permanently assigned teacher.

Qualifications:

- Valid/Active Substitute Teacher License through Illinois State Board of Education (ISBE) registered in Will County, IL required.
- Valid/Active Professional Educator's License through Illinois State Board of Education (ISBE) registered in Will County, IL preferred.
- Successful Substitute Teacher experience preferred.
- Ability to use computer network system and software applications as needed to increase student access to curriculum.
- Ability to communicate effectively with students, parents and staff.
- Ability to lead and instruct students of all ages, interacting with patience, care and flexibility, catering to diverse learning needs.
- Ability to supervise and assist students in all weather conditions.
- Knowledge of developmentally appropriate practices for early learners.
- Knowledge of differentiated instruction based upon student learning styles.
- Must be detail oriented with strong organizational, written and oral communication skills.
- Must be able to multi-task in high paced environment.
- Ability to proactively identify obstacles and implement solutions.
- Must maintain the highest level of professionalism, integrity, trust and confidentiality.

Specific Duties:

- Adhere to the curriculum and lesson plans assigned by permanent classroom teacher.
- Take daily attendance and document daily notes.
- Follow procedures and achieve lesson goals.
- Assign and explain homework.
- Oversee students outside of the classroom including in the hallways and cafeteria.
- Oversee the normal classroom rhythms and activities.
- Follow procedures and achieve lesson goals.
- Comply with all school regulations and policies.
- Compile a report for the permanent teacher's return.
- Attends building and department level meetings as required.



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Supervisor:

The Permanent Substitute will report directly to the Building Principal and/ or Building Administration, in consultation with District Administration and the Board of Education.

Additional Duties:

The employee in this position will be responsible for any additional duties and/or responsibilities as assigned or required by Building Administration and/or District Administration.

Physical Activity:

Work will require infrequent lifting, pulling or pushing during the normal performance of tasks and responsibilities. Work may require frequent walking and standing. Work may also require extended periods of sitting and extending periods of viewing a computer screen.

Work Environment:

Work is performed in both indoor and outdoor school settings that may include differing weather conditions. Noise associated with classroom activities, lunch and recess occurs on daily basis. Hazards are relatively non-existent.

Evaluation:

Performance will be evaluated in accordance with the provisions of the Board of Education policy 5:320 on evaluation of Education Support Personnel at 90 (ninety) working days (probationary period) and annually thereafter.

Terms of Employment:

This is a 10 (ten) month, full-time, at-will position. Compensation determined by the Board of Education.

Associated Benefits:

- 8 sick days- completion of probationary period
- 2 personal days- completion of probationary period
- Bereavement Leave
- Health, Dental and Vision Insurance
- 403b & 457b options
- Tuition Reimbursement Available