

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Full-Time Substitute Teacher

Supervisor: Building Administrator

FLSA Status: Non-Exempt

Employee Group: At-Will

Qualifications:

1. Valid Illinois Professional Educator License, Educator License with Stipulations, or Substitute Teaching License.
2. Able to perform non-medical duties such as hygiene, grooming, diapering, feeding and lifting 50 pounds or less with or without accommodations, if required, when working as a Para Educator if needed.

Terms of Employment:

- Nine (9) month contract

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Work in assigned building as Substitute Teacher under supervision of assigned Building Administrator.
2. Work in other buildings as assigned by Building Administrator.
3. Work in various Support Staff roles (Para Educator, Classroom Facilitator, GPA, etc.) as building needs dictate and as assigned by Building Administrator.
4. Adhere to appropriate check-in/sign in procedures.
5. Maintain the established routines and procedures of the school and classroom to which he or she is assigned.
6. When working as a Substitute Teacher, teach the lesson as outlined and described in the material prepared by the absent teacher.
7. Consult, as appropriate, with the building administrator, division chairperson, or others before initiating any teaching or other procedures not specified in the material prepared by the absent teacher.
8. Keep current with best practices and requirements as they relate to your job assignment.

9. Perform such other job-related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.