

OAK GROVE SCHOOL DISTRICT 68
JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

JOB TITLE:	SUBSTITUTE TEACHER
SALARY:	The daily rate for substitute teachers is \$140.00, and the daily rate for Paraeducators is \$130.00. Additionally, there is a bonus structure to the daily rate of \$100 bonus for every 25 days worked.

OVERVIEW OF THE POSITION

The substitute teacher is expected to follow the classroom teacher's directions when the classroom teacher is unable to attend. The substitute teacher is responsible to make sure that the lessons are conducted and the teacher assistants are utilized as scheduled by the teacher.

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS:

1. Understands and follows the curriculum as provided by the absent teacher or administrator
2. Prepares educational materials for each lesson and compiles information to best support the teacher upon their return
3. Supports the district's philosophy of education
4. Recognizes pupil needs and seeks the assistance of other professional staff in helping pupils solve social, emotional, physical, and academic problems
5. Reports incidents regarding students' behavior in and out of the classroom
6. Employs a variety of instructional techniques and media consistent with the needs, capabilities, and interests of the students involved
7. Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities
8. Takes attendance according to school policy
9. Supports the administration and staff in implementing current district practices and programs
10. Performs other related duties as assigned by an administrator for the purpose of insuring the efficient and effective functioning of the school and the district

REQUIREMENTS

- Professional Educator License OR Substitute Teaching