

## **Lisle Community Unit School District No 202**

### **Job Description**

**Title:** Substitute Teacher

**Wage/Hour Status:** Exempt

**Reports to:** Building Administrator

#### **Essential Job Functions:**

The substitute teacher is responsible for managing an assigned classroom, carrying out appropriate learning activities, and following lesson plans developed by the classroom teacher to ensure that students' education is not disrupted during the classroom teacher of record's absence. The substitute teacher works as a temporary, on-call, at will employee. Lancaster ISD does not guarantee any amount or period of work. Performs regular teacher's class plan while the teacher is absent, including but not limited to the following:

1. Reports to the principal or school secretary upon arrival at the school
2. Communicates, collaborates, and cooperates with colleagues, supervisors, and students
3. Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned
4. Assumes the responsibilities for instructing classes when a teacher is absent
5. Assumes other responsibilities for that teacher during the time the teacher is absent
6. Assumes responsibility for overseeing pupil behavior in class and during lunch and other activities
7. Consults, as appropriate, with the principal or department or grade level head, before initiating any teaching or other procedures not specified in the lesson plans
8. Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent
9. Provides for individualized and small group assistance for students as indicated by lesson plans
10. Follows all district and individual school policies, rules and procedures to which regular teachers are subject and which good teaching dictates
11. Any other duties as assigned

Must be able to:

1. Prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
2. Understand and conform to all rules of punctuation, grammar, diction and style
3. Speak to individuals or groups of people with poise, voice control and confidence
4. Respond adequately to inquiries or complaints
5. Write using standard convention in all languages required by the job
6. Apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
7. Apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
8. Communicate effectively and efficiently in all languages required by the job using
9. Use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
10. Deal with people beyond giving and receiving instructions
11. Perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations

12. Be sensitive to cultural differences among individuals and groups of persons