

Lisle Community Unit School District No. 202

JOB DESCRIPTION / RESPONSIBILITIES

TITLE: District Permanent Substitute

REPORTS TO: Building Principals

QUALIFICATIONS: Professional Educator License or Professional Educator License with Stipulations that required a Bachelor's degree for issuance OR Substitute Teaching License

POSITION RESPONSIBILITIES:

1. Communicate with teachers and administration on academic accomplishments and progress made during assignments.
2. Prepare documents and plans on a daily basis.
3. Adhere to directives and lesson plans provided by teachers and administration.
4. Utilize technology to assist with communication, record keeping and instructional delivery.
5. Attend professional meetings and learning opportunities throughout the school year as assigned by administration.
6. Supervise students in accordance with district policies and procedures, this may include non-academic environments like study hall, building corridors, playground, lunchroom, etc.
7. Provide instructional delivery to students and follow the district curriculum prescribed by the classroom teacher and administration.
8. Demonstrate flexibility in daily assignments.
9. Demonstrate professionalism in dealing with all stakeholders of the district.

Note: Lisle CUSD 202 has reviewed this position description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Lisle CUSD 202 reserves the right to change this position description and/or assign tasks for the employee to perform as the District may deem appropriate.

ASSIGNMENT PROCEDURES: Permanent substitute teachers will be assigned as needed from the Building Principals and District Administration. Permanent substitute teachers are given as much notice as possible; however, in emergency situations, they will be assigned as determined by the needs of the district.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee occasionally is required to walk and stand. The employee occasionally is required to reach with hands and arms, and will frequently repeat the same hand, arm, wrist, or finger motion many times for long periods of time. The employee must frequently lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, depth perception, and the ability to focus.

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to add, subtract, multiply and divide all units of measure.
- Ability to report work orally or in writing to supervisor as required.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.

TRAVEL REQUIREMENT: May require travel between District buildings.

TERM OF EMPLOYMENT/WORK SCHEDULE: District Employee - Full Time

RATE OF PAY: Established from time-to-time by the School Board.

FLSA STATUS: Exempt

EVALUATION: The Building Principal will evaluate this employee annually.

APPROVED: July 27, 2020