

Maywood-Melrose Park-Broadview School District 89

Substitute Teacher

THIS JOB DESCRIPTION IS A GUIDELINE AND IS NOT INCLUSIVE OF ALL DUTIES AND RESPONSIBILITIES

- Qualifications:** *Employees are responsible for obtaining/retaining the most current statutory and administrative rule requirements for their position.*
- Licensure:**
Applicants must hold at least one of the following valid licenses through the Illinois State Board of Education (ISBE), registered in West Cook Intermediate Service Center, Region 06 (West40):
- Substitute License
- Reports To:** Building Admin/Human Resources
- Location:** Schools within District 89
- Terms of Employment:** Employee *at will*; day rate to be determined by the Board; Elementary Schools 8:30AM-3:40PM, Middle Schools 7:50 AM – 3:00 PM constitutes a full day of work.
- Job Goal:** Teaches class in the absence of the regular teacher. Maintains the routine of the classroom and accomplishes the academic duties expected of the teacher.
- Duties and Responsibilities:**
- Reports to office upon arrival to clock in, request room keys and review substitute folder, notes, classroom rules and lesson plans before the start of the day;
 - Records student attendance in a timely fashion;
 - Implements the lesson plans left by the classroom teacher and follows the classroom schedule;
 - Implements instruction that contributes to a climate where students are actively engaged in meaningful learning experiences;
 - Provides for individual/small group assistance as indicated by the lesson plans;
 - Accompanies students to computer, gym, music, lunch and to the playground for dismissal at the end of the day; never leaves students unsupervised;
 - Reports all student injuries, accidents, illnesses and discipline problems to the appropriate authorities;
 - Maintains discipline and classroom control that fosters a safe and positive environment for all students;
 - Implements and maintains effective classroom management and administers discipline according to the board policy;
 - Monitors student behavior in non-instructional areas as required and intervenes to control and modify disruptive behavior;
 - Demonstrates behavior that is professional, ethical and responsible;
 - Returns classroom order, papers arranged neatly, books returned to the shelves, classroom keys returned, hands in the "Substitute Teacher Report" and swipes out at the end of the day;
 - Preserves the confidentiality of all students, parents/guardians and staff;
- Essential Functions:**
- Ability to communicate clearly and concisely in oral and written form;
 - Ability to work independently and multi-task in an unsupervised environment;
 - Ability to respond effectively to oral and written direction;
 - Ability to meet daily attendance requirements.