



## Rock Island-Milan School District 41

### JOB DESCRIPTION

#### Substitute Teacher

#### POSITION INFORMATION:

|                                          |                                                 |
|------------------------------------------|-------------------------------------------------|
| POSITION TITLE                           | Substitute Teacher (ST)                         |
| DATE CREATED/AMENDED                     | August 3, 2023                                  |
| DEPARTMENT                               | Teaching & Learning                             |
| LOCATION                                 | School District                                 |
| FULL-TIME/PART-TIME                      | Depending on length                             |
| APPOINTMENT TERM                         | TBD                                             |
| FLSA: EXEMPT or NON-EXEMPT               | Exempt                                          |
| REPORTS TO: TITLE of POSITION SUPERVISOR | School Principal                                |
| OTHER INFORMATION                        | \$120-150 per day-Depends on the number of days |

#### POSITION SUMMARY INFORMATION: *Essential Duties and Requirement Details*

***\*Ten or more days on the same assignment would be considered a long-term substitute assignment.***

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent knowledge, skill, and ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

Under the direction of the school principal and the primary teacher, the LTST is responsible for providing classroom coverage for a teacher absent for an extended period. The long-term substitute works the regular hours of the primary teacher.

#### Work hours are:

- Elementary – 7.15 hours per day
- Junior High - 7.30 hours per day
- High School - 7.40 hours per day

#### Other Expectations:

- Will be required to work some evenings and special events and provide coverage for other matters
- Additional compensation will be provided for hours worked longer than the required contract hours

### **Essential Functions and Responsibilities:**

- Serves as a substitute teacher for assigned an assigned school and class
- Follows classroom systems/procedures established by the Administrator and classroom teacher and manages student behavior in alignment with school wide practices to ensure all students are fully engaged in learning.
- Implement feedback from the administrator regarding lesson plans and execution
- Establish and maintain a positive classroom environment
- Support instruction with school-wide supplemental and intervention programs
- Maintain grade books and meet reporting deadlines
- Communicate with families regarding student academics and behavior
- Demonstrate genuine care for all students
- Actively participate in professional development sessions
- Communicate professionally with peers, supervisors, parents, and students
- Commit to a longer school day and calendar year
- Input daily attendance procedures each period using School Information Systems (SIS)
- Enthusiastically participate in school-wide events
- Attend student Individualized Education Plan meetings as required.
- Support with before and after school supervision.
- Support with Independent Study as needed.
- Support teacher grading for long-term in-house subbing assignments

### **Required Education**

- Bachelor's Degree or paraprofessional license or valid professional educator license

### **Required Qualifications**

- Experience working with children
- Prior teaching experience or substitute teaching
- Experience working with diverse groups of people/adolescents and cultures

### **Required Knowledge, Skills, and/or Abilities**

- Ability to prepare presentations and deliver instruction

- Critical thinking skills
- Exhibits professional Leadership skills
- Ability to solve problems
- Demonstrates the ability to manage a classroom and set positive expectations for behavior
- Excellent preparation and organization skills
- Demonstrates admirable oral and written communication skills

**Physical Demands**

The physical demands are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Work Environment:**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level for this position is usually quiet.

**Acknowledgments:**

*The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any related duties as assigned by their supervisor.*

\_\_\_\_\_  
*Supervisor/Manager Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*