



Rock Island-Milan School District 41

**JOB DESCRIPTION**

**Substitute Teacher**

**POSITION INFORMATION:**

<b>POSITION TITLE</b>	Substitute Teacher
<b>DATE CREATED</b>	March 12, 2025 (updated)
<b>DEPARTMENT</b>	Teaching and Learning
<b>LOCATION</b>	District Schools
<b>FULL-TIME/PART-TIME</b>	On Call
<b>APPOINTMENT TERM</b>	On Call
<b>FLSA: EXEMPT or NON-EXEMPT</b>	Exempt
<b>REPORTS TO: TITLE of POSITION SUPERVISOR</b>	School Principal
<b>OTHER INFORMATION - Salary</b>	\$120-\$140 per day

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

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Note:** *School hours vary depending on the school.*

**Position Summary:**

Under the direction of the school principal, the Substitute Teacher is responsible for providing instruction and classroom management in the absence of the regular classroom teacher. This role requires flexibility, adaptability, and the ability to maintain a positive and engaging learning environment for students of varying ages and abilities. The Substitute Teacher will follow the provided lesson plans and ensure the safety and well-being of all students.

**Essential Functions and Responsibilities:**

**Instructional Delivery:**

- Implement lesson plans provided by the absent teacher, ensuring continuity of instruction.

- Deliver instruction in a clear, concise, and engaging manner, adapting to the needs of the students.
- Facilitate classroom activities, discussions, and assignments
- Provide individual and small group assistance to students as needed.
- Maintain a positive and supportive learning environment.

### **Classroom Management:**

- Maintain classroom discipline and order, adhering to school policies and procedures.
- Supervise students in the classroom, hallways, cafeteria, playground, and other designated areas.
- Manage student behavior effectively, using appropriate behavior management techniques.
- Ensure the safety and well-being of all students.
- Take accurate attendance.

### **Administrative Duties:**

- Leave detailed notes for the regular teacher regarding student progress, behavior, and any other relevant information.
- Follow school procedures for reporting incidents, accidents, or other emergencies.
- Adhere to school policies regarding confidentiality and professionalism.
- Follow the school's dress code.

### **Flexibility and Adaptability:**

- Be prepared to teach a variety of subjects and grade levels
- Adapt to unexpected changes in schedules or lesson plans.
- Demonstrate flexibility and resourcefulness in managing classroom situations.

### **Required Education:**

- A bachelor's degree or higher from a regionally accredited institution is typically required.
- A high school diploma or equivalent is required; a bachelor's degree in education or a related field is preferred. Associates Degree
- If a paraprofessional holds a valid Illinois Paraprofessional License AND also holds a bachelor's degree, they are generally qualified to serve as a substitute teacher.

### **Short-Term Substitute Teacher:**

- An associate's degree or completion of at least 60 semester hours of coursework from a regionally accredited college or university is required. This qualifies you for a short-term substitute teaching license.
- Short term substitute teachers have limitations on the length of time they can substitute for a single teacher

### **Certifications/ Licenses:**

- Paraprofessional License
- Substitute License

**Required Experience/Qualifications:**

- Prior classroom teaching experience and
- OR experience working with and guiding children

**Required Knowledge, Skills, and Abilities**

- Strong communication skills and written
- Ability to manage a classroom
- Demonstrates the ability to work a diverse group of students
- Ability to build relationships with students, staff, community, and parents

**Physical Demands:**

While performing the duties of this job, the employee is required to stand for long periods; walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; and taste and smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here represent 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 in the work environment is usually moderate.

**Acknowledgements:**

*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 other related duties as assigned by their supervisor.*

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Supervisor/Manager Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

