



Rock Island-Milan School District 41
Human Resources Department

JOB DESCRIPTION

Substitute Administrator

POSITION INFORMATION:

Title	Substitute Administrator
Date Created/Amended	July 24, 2025
Department	Administration
Location	Rock Island High School
FLSA Category	Exempt
Reports To	Superintendent or Designee
Other Information	Daily Rate \$400

POSITION SUMMARY INFORMATION:

As a Sub-Administrator you will partner with school leadership to guide school-wide initiatives and day-to-day operations. You'll champion instructional excellence, support both students and educators, and foster a school culture rooted in safety, respect, and growth. This is a high-impact, hands-on role designed for collaborative leaders who model equity-minded practices and promote positive outcomes for all learners.

Essential Functions and Responsibilities:

- Co-lead instructional planning, evaluation, and professional learning with teachers and teams
- Facilitate student support systems: behavior interventions, academic progress, and social-emotional well-being
- Manage daily school operations: scheduling, attendance, supervision, and crisis response
- Collaborate with families, community partners, and district leadership to build strong relationships
- Support school improvement initiatives, collecting and analyzing data to inform decision-making
- Uphold equity and inclusive practices in curriculum, culture, discipline, and community engagement



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Required Experience

- Minimum 5 years of successful instructional or administrative experience
- Proven ability to lead and support educators, especially in data-informed instructional planning

Preferred Qualifications

- Demonstrated skill in fostering inclusive school environments and promoting equity for planning
- Strong interpersonal, organizational, and communication skills

Certifications, Licenses

- Illinois Professional Educators License (PEL)
- General Administrative or Principal Endorsement

Physical Demands/Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 directives, and perform any other related duties as assigned by the Superintendent.

In connection with the hiring for this position, RIMSD shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.

Supervisor Signature

Date

Employee Signature

Date