



**Rock Island-Milan School District 41**

**JOB DESCRIPTION**

**Substitute Teacher**

**POSITION INFORMATION:**

<b>POSITION TITLE</b>	Substitute Teacher (ST)
<b>DATE CREATED/AMENDED</b>	August 3, 2023/November 2025
<b>DEPARTMENT</b>	Teaching & Learning
<b>LOCATION</b>	School District
<b>FULL-TIME/PART-TIME</b>	Depending on length
<b>APPOINTMENT TERM</b>	TBD
<b>FLSA: EXEMPT or NON-EXEMPT</b>	Exempt
<b>REPORTS TO: TITLE of POSITION SUPERVISOR</b>	School Principal
<b>OTHER INFORMATION</b>	\$120-150 per day- Retired educators \$150 per day

*\*Ten (10) or more days on the same assignment would be considered a long-term substitute and would receive \$140 per day.*

*\*Retired educators will receive \$150 per day.*

*\*Substitutes that work over 600 hours are entitled to 10 days of sick leave.*

*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

### **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/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.

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Supervisor Signature

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Date

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Employee Signature

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Date