



Rock Island-Milan School District 41

JOB DESCRIPTION

Substitute Teacher

POSITION INFORMATION:

POSITION TITLE	Substitute Teacher (ST)
DATE CREATED/AMENDED	August 3, 2023/November 2025
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- 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.

Supervisor Signature

Date

Employee Signature

Date