JOB DESCRIPTION
SUBSTITUTE TEACHER
DISTRICT - WIDE

JOB DESCRIPTION REVISION DATE: 11/10/2016

POSITION TITLE: Substitute Teacher

DEPARTMENT: District Wide

REPORTS TO: Building Principal

SUPERVISES: N/A

POSITION GOAL(S):
Implements student daily instructional plan in the absence of the classroom teacher. Guides the learning process toward the achievement of the District curriculum and goals in an effective manner, ensuring a safe classroom environment, proper classroom management, and maintaining reasonable rules of conduct encouraging self-discipline and responsibility. Serves as a positive role model for students, demonstrating professionalism that includes a positive attitude, positive and respectful communication, and professional appearance.

JOB DUTIES / ACCOUNTABILITIES:
1. Reports to the main office for room assignment upon arrival and checks out in the main office at the end of the day.
2. Arrives at building (according to the school work day/hours) with enough time to check in, review substitute plans, and be prepared for the day when the students enter the classroom.
3. Implements the instructional plans prepared by the teacher.
4. Clearly communicates expectations and adapts to individual learning needs, providing individual and small group instruction.
5. Follows all necessary and reasonable safety precautions to protect students, equipment, materials, and facilities.
6. Provides feedback to the teacher regarding instruction, discipline, and other events of the day.
7. Maintains a professional and positive rapport with parents/co-workers/ administration.
8. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:
1. Ability to effectively present information and respond to questions from administration, parents, students and staff members.

EDUCATION:
1. Bachelor degree or higher.
2. Substitute License registered with Kane County Regional Office of Education (Required).
TERMS OF EMPLOYMENT:
As needed. Salary and benefits as established by the Board of Education.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on support service personnel evaluations.

Employee Signature: ________________________________ Date: _____________

Supervisor Signature: ________________________________ Date: _____________