



**JOB DESCRIPTION**  
SCHOOL DISTRICT U-46  
HUMAN RESOURCES

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| <b>Position / Title:</b> Long Term Substitute Teacher |  |
| <b>Bargaining Unit:</b> SUB1                          | <b>Department/Location:</b> Varies                     |
| <b>Calendar Days:</b> 184                             | <b>Reports To:</b> Building / Department Administrator |
| <b>JD Revision Date:</b> 06/23/2025                   | <b>Supervises:</b> N/A                                 |

**Function / Position Summary**

The Long-Term Substitute Teacher is responsible for providing classroom coverage for a teacher/counselor who is absent for an extended period of time. The long-term substitute works the regular hours of the absent classroom teacher/ counselor during his/her absence. 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 / Responsibilities**

- Arrives at the 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 entered the classroom.
- Deliver lesson plans as instructed by the regular classroom teacher and/or school administrators, including taking daily attendance.
- Ensure safety and wellbeing of all students within the assigned classroom and appropriately respond to all emergency situations following all necessary and reasonable safety precautions to protect students, equipment, material, and facilities.
- Maintains a professional and positive rapport with all students, staff, administration and others.
- Maintains order and discipline in the classroom conducive to effective learning.
- Clearly communicates expectations and adapts to individual learning needs, providing individual and small group instruction.
- Strive to implement assistive technology in instruction and meet individual student needs.
- Actively participate in professional development sessions.
- Performs other related duties as assigned.

*\*This job description in no way states or implies that these are the only duties to be performed by this employee. The Long-Term Substitute will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator.*

**Education / Licensure**

- Applicants **must** hold at least one of the following licenses through the Illinois State Board of Education (ISBE):
  - Professional Educator License (PEL)
  - Substitute License (SUB)
- License **must** be registered in Kane (31-KANE ROE) County.

**Experience / Knowledge**

- Experience working with students is a plus.
- Must be detail oriented and able to follow written and verbal instructions.
- Ability to read, analyze, and interpret lesson plans, technical procedures and textbooks.
- Experience with technology equipment.



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**Physical Demands**

- Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Ability to work in a fast-paced environment.

**Terms of Employment**

- No contract

**Selection Process**

- Applicants will be reviewed by the hiring building administrator.

**Pay Rate / Benefits**

- The daily rate for this position is \$294.26 (\$323.36 w/ TRS) effective after 15 days of continuous employment in the same assignment; retroactive to 1<sup>st</sup> day of assignment.
- 1 sick day is accrued **after** working 30 consecutive days **under the same assignment.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_