

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE: Substitute Teacher
LOCATION: Various schools within the district
REPORTS TO: Building Administrator (s)

GENERAL RESPONSIBILITIES:

- Keeps and leaves a status report of lesson plans completed and leaves a report of the group's accomplishments and any other pertinent information.
- Corrects student papers when appropriate and when time permits.
- Leaves classroom teacher any written communications received during the day and copies of notices distributed to students to be taken home.
- Leaves classroom, desks and materials and equipment in order.
- Holds as confidential any information concerning staff, parents or students.
- Complies with and supports school and district regulations and policies.
- Models non-discriminatory practices in all activities.
- Occasional travel with students on field trips may be necessary.
- Manages student learning in accordance with the goals and directives of the school and the district.
- Supervises students and oversees paraprofessional for instruction purposes.
- Follows classroom systems/procedures established by regular classroom teacher, and manages student behavior to ensure all students are fully engaged in learning.
- Maintains discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with school and county policies.
- Ensures the adequate supervision to assure health, welfare, and safety of all students.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Reports to office upon arrival at school, checks mailbox of absent teacher for materials requiring immediate attention, requests clarification of school rules and procedures, if necessary.
- Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible.
- Implements lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate.
- Dismisses all students from the classroom before leaving the building.
- Returns instructional materials, equipment, and keys to proper place.
- Performs other related duties as assigned by building administrator(s).

CERTIFICATES, LICENSES, REGISTRATIONS:

Substitute teachers are required to have a valid State of Illinois teaching certificate in the field(s) in which they substitute or a substitute teacher certificate.

KNOWLEDGE, SKILLS and ABILITIES:

Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students. Ability to maintain effective classroom management strategies.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

<u>PHYSICAL ABILITY JOB REQUIREMENTS</u> (SUBJECT TO THE REASONABLE ACCOMMODATION REQUIREMENTS OF STATE AND FEDERAL LAW)	Not Applicable	Desirable	Essential
Frequent walking, standing, stooping, lifting, up to approximately 30 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds may be required.			X
Occasional travel with students on field trips may be necessary.			X
Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities.			X
Hearing is required to perceive information at normal spoken word levels.			X
Proofreading and checking documents for accuracy.			X
Using a keyboard to enter, retrieve or transform data.			X
Dealing with employees, students and/or parents in high-stress situations.			X
Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute.			X
Daily personal and close contact with children to provide classroom managements and learning environment support is required on assigned days.			X
Working in an area that is very unpleasant due to circumstances beyond District 41's control.		X	
Vocal communication is required for expressing or exchanging ideas by means of spoken word.			X
Regular instruction to special needs children may be necessary.			X
Occasional movement of students by wheel chair and other mechanical devices may be required.			X

By signing this, I affirm that I have received and read this document.

Employee Signature

Date