



Cicero School District #99

Job Title: *Permanent Substitute*

Reports To: Building Principal

Position Summary:

Permanent Substitute works for the duration of a school year and is available to substitute teach in classrooms where a staff member is absent. Permanent Substitutes can expect to cover a variety of short-term and long-term assignments in all divisions based upon the District's needs. The Permanent Substitute may also be required to perform other duties as assigned when no substitute teacher assignments are available.

Qualifications & Requirements:

- Valid Illinois Substitute License or Professional Educator License
- Flexible and willing to adapt to change with short notice
- Ability to teach day-to-day assignments or longer term assignments
- Ability to instruct and communicate well with elementary students
- Ability to communicate with parents
- Ability to collaborate with others
- Willingness to help supervise students
- Positive attitude
- Teaching experience preferred
- Willingness and ability to work every day

Duties & Responsibilities:

- Communicate on a regular basis with other teachers in regards to planning, parent and community contact, and grade level meetings
- Instruct students in assigned classroom by using lesson plans provided by the teacher or by enacting new lesson plans
- Convey information to students to prepare them for testing, achieve curriculum goals, and ensure the teacher's absence does not cause an interruption in classroom instruction
- Develop lesson plans as needed
- Maintain Records including but not limited to: attendance, grades, discipline, etc.
- Gain familiarity with district curriculum and resources
- Maintain classroom safety
- Attend and contribute in staff meetings, professional development activities and teacher institutes
- Perform supervision duties as assigned

- Assist in development of curricular materials as assigned
- Perform Ad Hoc duties that are not listed

Working Environment:

The job is performed under minimal temperature variations and is generally a hazard free environment.

Physical requirements:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting (should be able to lift up to 30 pounds), carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% Standing, 30% walking, and 10% sitting.

Terms of Employment:

Start Date:	August
Hours:	Elementary 8:30am – 3:30 pm Junior High 7:45am - 2:45pm
Work Year:	School Calendar
Compensation:	Determined by Board of Education
Union Affiliation:	PSRP

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.