



EPSD124 Job Description

Permanent Substitute Teacher

TITLE:	Permanent Substitute Teacher (Non-Union)
LICENSURE	Professional Education License or Substitute License
CONTRACT	Not Applicable
FLSA STATUS	Exempt
REPORTS TO	Building Principals
SUPERVISORY RESPONSIBILITIES	None
EVALUATION	Not Applicable

JOB GOAL:

As the Permanent Substitute Teacher you will assume responsibility for a class and perform all the tasks of the absent teacher, such as keeping students in order, conducting quizzes, and giving homework. You are expected to be flexible to accommodate long-term assignments as well as sudden teacher absences and take assignments daily as assigned by Administration. Success in this position will be demonstrated by providing excellent instructional and classroom management service throughout the absence of the full-time teacher.

ESSENTIAL DUTIES:

- Reviews and implements lesson plans
- Mentors and engages students
- Gives clear instructions and helps students understand the lesson
- Maintains discipline and control of the classroom
- Fosters a safe and nurturing learning atmosphere
- Records and grades quizzes, homework, projects, and exams
- Observes and follows school policies
- Maintains the confidentiality of student and school personnel information in accordance with District policy and law
- Performs other duties as assigned

QUALIFICATIONS:

- Relevant classroom experience working with elementary to middle school age preferred
- Valid teaching certificate or substitute teacher license
- Passion for teaching and strong leadership capabilities
- General knowledge of several subjects
- Outstanding communication skills and excellent classroom management skills
- Bachelor's degree or higher in Education or any related field

MENTAL DEMANDS

Knowledge

The employee must have foundational knowledge in a specific field. Ability to read, analyze, and interpret procedures and regulations. Ability to communicate verbally and perform technical writing, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, students, administrators and the general public. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability

The employee shall support the district in the communication of the district's mission and goals; engage in the collaborative dialogue with peers; maintain records and prepare reports; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and timelines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated management methods; learn new methods of management through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members.

Education/Preparation

The employee shall possess the equivalent of a high school diploma; successful employment in a similar role; successful completion of any applicable proficiency exams; and possess/maintain appropriate current and/or future licensure expectations through the State of Illinois.

Reasoning

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional and technological resources. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The employee shall possess exemplary oral and written communication skills. The employee shall be proficient with technological aspects of the position, including computing software and hardware, as well as video and camera equipment and software. The employee shall use board approved resources and technology. While performing the duties of this job, the employee occasionally works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

ADOPTED

1-2024

UPDATED