

Gurnee School District 56

Job Description

Title: Substitute Teacher

Qualifications:

1. A valid Illinois Substitute Teaching License or Professional Educator License
2. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Reports To: Building Principal

Job Goal: To enable each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher.

Performance Responsibilities

1. Reports to the building principal or school secretary upon arrival at the school building.
2. Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching day.
3. Maintains, as fully as possible, the established routines and procedures of the school and classroom to which he/she is assigned.
4. Teaches the lesson outlined and described in the Substitute Teacher's Guide as prepared by the absent teacher.
5. Assumes responsibility for overseeing pupil behavior in class, during lunch, and recess periods.
6. Reports, in writing, on the day's activities at the conclusion of each teaching day.
7. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
8. Performs such other tasks and assumes such other responsibilities as may be assigned by the building principal.

Terms of Employment:
Daily basis