



Diamond Lake School District 76

Embrace Empower Excel Each Child Each Day

Substitute Teacher Job Description

OBJECTIVE: Instructs and leads student learning in the absence of a regular teacher and in accordance with the goals, directives and curriculum of Diamond Lake School District 76.

CLASSIFICATION: Certified

LICENSURE: PEL

QUALIFICATIONS:

Professional Educator License

Demonstrated interest in and aptitude for work to be performed.

REPORTS TO: (Directly) Building Principal
(Indirectly) Teacher(s)

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.

RESPONSIBILITIES:

1. Maintain a positive attitude about the school and District
2. Maintains the confidentiality of student and school personnel information in accordance with District policy and law.
3. Maintains a professional appearance as an example to students.
4. Maintains a positive learning environment and ensures classroom procedures that fosters a safe and respectful climate for all students and staff.
5. Ensures that learning is appropriate to the maturity and interests of students.
6. Ensures the adequate supervision to assure the health, welfare, and safety of all students.
7. Takes all necessary and reasonable precautions to protect students and secure District facilities.
8. Follows, participates and leads students in all safety and evacuation drills and events.
9. Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible.
10. Consults with persons in appropriate position including peer teachers to seek information or clarification regarding attendance procedures, lesson objectives, daily schedule, materials and equipment location, usage and daily duties.
11. Implements lesson plans, while ensuring the integrity of academic time and in a manner, which motivates students to learn and participate and organizes and groups students for effective instruction.
12. Attends to all non-teaching duties as assigned (i.e. lunch duty, recess duty, study hall duty, etc.).
13. Ensure a sustainable relationship with parents, pupils, school personnel and members of the public by communicating in a confidential, polite and refined manner
14. Collects and places students' work, assignments in storage according to regular teacher's directions.
15. Follows all dismissal procedures, ensures that all instructional materials and classroom equipment are in orderly condition, and prepares a daily substitute report concerning progress and issues of note for the regular classroom teacher before leaving the building.
16. Returns substitute identification, credentials and keys to the main office.
17. Performs other assigned and related duties as assigned by building administrator(s) in accordance with school/district or state policies and practices.



Diamond Lake School District 76

Embrace Empower Excel Each Child Each Day

TERMS OF EMPLOYMENT: Daily Rate. Non-Bargaining Unit Position. Salary and benefits to be established by the Board of Education.

PHYSICAL & MENTAL DEMANDS: In the course of performing the duties and functions job holder will be required to stand, walk, sit, squat/stoop, kneel, crouch, and reach and lift items of varying weights and up to 40 pounds. Ability to communicate (vision, hearing and speech) is required. Ability to travel to assigned work locations without employer support.

- Occasional movement of students by wheelchairs and other mechanical devices may be required.
- Instruction and the provision of required supports to students with special needs may be necessary.

Must be able to express ideas, interpret situations, and problem solve. Must be able to interact positively and effectively with individuals with diverse learning needs and abilities. Must have strong communication and interpersonal skills. Must be able to use various forms of classroom equipment and technology resources (computer, document camera, copy machines, projectors, etc.), computer applications and related peripherals.

WORK ENVIRONMENT: School building environment. Travel throughout the District may be required. Typical settings include school buildings with classrooms, offices, health suites, gymnasium, cafeteria, auditorium, and recreational areas. The worker is subject to inside and outside environmental conditions, noise and hazards.

Approved by: _____ Date: _____

Reviewed and Agreed to by: _____ Date: _____



Diamond Lake School District 76

Embrace Empower Excel Each Child Each Day

Substitute Teacher Responsibilities and Expectations

- Arrive and check in by designated time.
- Report directly to the main office. A substitute folder will be given to you along with a sign-in sheet. Become familiar with the rules and regulations for Crisis Management and fire/disaster drills.
- Note if there are any duties related to homeroom, lunchroom, playground or other activities in which you are expected to participate.
- Follow the teacher's lesson plans. If you are unable to locate plans, please contact the main office immediately.
- Record and submit student attendance and lunch count according to directions.
- Follow the set discipline procedures as listed in the building and classroom substitute folders. Any child showing symptoms of a disease or illness should report to the nurse's office.
- Report all accidents to the nurse or in the school office.
- Be responsible for all school equipment while on duty. Report any damaged or broken school property to the main office.
- A substitute teacher, while on duty, is subject to the same rules and regulations as D76 teachers and is considered to be a member of the teaching staff.
- Substitute teachers are expected to maintain professionalism in all interactions with students and staff while in D76 schools.
- Leave the classroom in order, close windows, lock the classroom door, and return keys to the office.
- Discussions about students should occur only between the substitute and the classroom teacher or the principal. Daily substitute teachers are NOT to contact parents or families of students.
- Substitutes will be responsible for their own lunches and may purchase them in the cafeteria. To purchase a lunch at the elementary schools, the substitute should add their name to the class lunch count.
- Personal Use of Internet, telephones, or other communication devices should only occur during an emergency or during scheduled release time.
- A substitute should not possess any items/books while at school that may be distracting for students.



Diamond Lake School District 76

Embrace Empower Excel Each Child Each Day

o Substitutes are expected to maintain their eligibility status on FRONTLINE by documenting unavailable days at least one day in advance. This prevents unnecessary contacts for unfilled openings.

CLASSROOM MANAGEMENT SUGGESTIONS

o The initial impression of the substitute teacher is a key factor in successful classroom management. Self-confidence, self-knowledge, resilience, initiative, and resourcefulness are some necessary prerequisites.

o Plan to arrive early enough so that you have time to review the lesson plans and notes for the day.

o As a substitute, you can help set the stage for a successful experience by being prompt, neat, patient, honest, flexible, enthusiastic, and accepting.

o Discipline is based on mutual understanding through honest, open communication.

o Review the day's schedule and become familiar with related activities. When the students arrive, introduce yourself and write your name on the board. Try to call students by their names by using a seating chart or name tags.

o Teach what the teacher planned and keep students busy with that subject matter for the entire period scheduled. If you do not understand the notes/plans left by the teacher, please contact a "buddy" teacher for further information.

o If discipline problems arise which you are unable to manage, contact an administrator immediately for assistance.

o No matter how well-managed the classroom, problems with which you need assistance may occur. When these accidents, illnesses, the need to administer medication, or any other emergencies arise, immediately contact the office.

o Good communication between you and the D76 teacher is essential to the students' continuity of learning. Please provide the D76 teacher with a summary of each day's accomplishments on the given form.