

Substitute Teacher

QUALIFICATIONS:

Certification:

- NCLB (No Child Left Behind) Highly Qualified
- Appropriate State of Illinois Teaching Certificate(s)
- Bachelor of Science or Bachelor of Arts Degree
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO:

Direct Supervisor: Building Principal

TEACHER VISION:

The teacher creates a positive learning environment to facilitate the intellectual, personal and social development of all students. In order to respond to the individual needs and abilities of students, the teacher works collaboratively with all educators. The teacher uses data to determine learning priorities, monitor progress and assess instruction and student achievement. The teacher addresses the needs of students not achieving. As a result, the school makes continuous improvement toward achievement of state and district expectations.

JOB GOALS:

1. Each child will pursue his or her education as smoothly and completely as possible in the absence of the regular teacher

RESPONSIBILITIES:

- Reports to the building principal or school secretary upon arrival at the school building.
- Reviews with the principal or team leader all plans and schedules to be followed during the teaching day.
- Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned.
- Teaches the lesson outlined and described in the Substitute Teacher's Guide as prepared by the absent teacher.

- Consults as appropriate, with the building principal, colleagues, or team leader before initiating any teaching or other procedures not specified in the lesson plans.
- Assumes responsibility for overseeing pupil behavior in class and during lunch and recess periods.
- Reports in writing, on the form provided by the teacher or school office, on the day's activities at the conclusion of each teaching day.
- Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.

TERMS OF EMPLOYMENT:

Work Day and Work Year:

Established by the Board

Salary and Benefits:

Established by the Board

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.