

LA GRANGE HIGHLANDS SCHOOL DISTRICT 106

JOB TITLE: Long-Term Substitute Teacher
JOB GOAL: Provide instructional programs to students
REPORTS TO: Building Principal
QUALIFICATIONS: Current Illinois Professional Educator License (PEL) with appropriate endorsements.
Read, understand and follow verbal and written directions.
Utilize applicable technology to support performance responsibilities.

DUTIES AND RESPONSIBILITIES:

General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

Specific

1. Develop and implement the use of effective instructional strategies based on the needs of students.
2. Plan and carry out group and individual academic lessons.
3. Promote a collaborative relationship with fellow teachers.
4. Keep ongoing records including both academic and behavioral progress.
5. Attend building staff meetings and applicable in-service professional development programs.
6. Make proactive calls to parents and district staff concerning behavior, grades, school conferences, etc.
7. Participate and prepare information for evaluations and progress review meetings as determined by district.
8. Complete academic assessments of students learning.
9. Establish working relationships with and provide feedback to administrators, parents, and community services.
10. Monitor classroom and building space for safety hazards.
11. Monitor student behavior during classroom and passing periods.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.