



## VACANCY NOTICE

POSITION:	Substitute Teacher
LOCATION:	Districtwide
SCHOOL YEAR:	2024-2025
SCHEDULE:	Scheduled as Needed
SALARY:	Starting at \$130.00/day
QUALIFICATIONS/EXPERIENCE:	PEL or Substitute License

### Requirements for Substitute License (renewed every five (5) years):

- Must hold a bachelor's degree or higher from a regionally accredited institution of higher education.
- Valid for substitute teaching in all grades of the public schools, PreK through grade 12

### Requirements for a Short-term Substitute License:

- Must hold an Associate's degree or higher from a regionally accredited institution of higher education or show completion of 60 semester hours of coursework.
- Valid for substitute teaching in all grades of the public schools, PreK through grade 12

### **\*NOTE**

- Short-Term Substitute licenses are valid until June 30, 2028, and may not be renewed.
- Cannot teach more than 5 consecutive days per licensed teacher.
- Must complete a training program provided by the school board.

Qualified applicants should complete an online application at [www.district100.com](http://www.district100.com). All **current employees** must submit an application within five (5) days of the posting date to be considered for this position. Please notify your current supervisor of your intent to transfer.

Human Resources Department  
Belvidere Community Unit School District 100  
1201 Fifth Avenue  
Belvidere, IL 61008

Posting: May 6, 2024



Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status



## Job Description

**Position:** Substitute Teacher

**Reports to:** District Substitute Coordinator

### Qualifications/Skills:

- **MUST** hold a valid Substitute, Short Term Substitute, or Educator License, which is registered with the Regional Superintendent of Schools in Boone/Winnebago county. (If you hold a valid professional educator license, educator license with stipulations or paraprofessional license and hold a bachelor's degree, you are qualified to be a substitute teacher. You **do not** need to hold a substitute teaching license.)
- Ability to work effectively with administrators, staff, students, and community members
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to conduct and maintain a professional demeanor and deliver service excellence
- Ability to maintain confidentiality and discretion when dealing with students, school employees, and the general public
- Proficient in the operation of personal computers and various software; including database, spreadsheets and word processing

**Terms of Employment:** Scheduled as Needed

**Basic Function:** A substitute teacher serves as a temporary instructor in the absence of the regular classroom teacher. Their primary role is to ensure continuity in the educational process by following the lesson plans and instructions left by the absent teacher.

### Performance Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- **Teaching:** Delivering lessons according to the provided lesson plans and instructional materials left by the regular teacher.
- **Classroom Management:** Maintaining discipline and order in the classroom to create a conducive learning environment.



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- **Supervision:** Overseeing students during class hours, including monitoring behavior, attendance, and ensuring student safety.
- **Instructional Support:** Providing assistance to students with assignments, answering questions, and offering guidance as needed.
- **Adaptability:** Adjusting teaching strategies and approaches to meet the needs of diverse learners and various grade levels.
- **Communication:** Collaborating with school staff, administrators, and parents to address any concerns and provide feedback on student progress.
- **Flexibility:** Being available for short-notice assignments and being able to adapt quickly to different teaching environments and curriculum requirements.
- **Professionalism:** Following school policies, procedures, and ethical guidelines, and maintaining a professional demeanor at all times.
- **Record Keeping:** Keeping accurate records of attendance, student behavior, and any significant incidents that occur during the absence of the regular teacher.
- **Continuing Education:** Engaging in professional development opportunities to enhance teaching skills and stay updated on educational trends and practices.

**Evaluation:** Performance of the job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of educational support personnel.