

## VACANCY NOTICE

The following position is available for the 2025-26 school year:

### Permanent Building Substitute Teacher

- Belvidere High School - 2 Vacancies
- Belvidere North High School - 2 Vacancies
- Caledonia Elementary School
- Central Middle School - 2 Vacancies
- Lincoln Elementary School - 2 Vacancies
- Meehan Elementary School
- Perry Elementary School
- Seth Whitman Elementary School
- South Middle School - 2 Vacancies
- Washington Elementary School - 2 Vacancies
- Early Childhood CES/WA - 2 Vacancies

DATE REQUIRED: August 19, 2025 - End of year only  
SALARY: \$33,000/Year  
BENEFITS: Blue Cross Blue Shield Booklet [English](#) / [Spanish](#)  
QUALIFICATIONS /  
EXPERIENCE DESIRED: PEL or Substitute License

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  
(815) 544-0301



Posting: Mar 21, 2025

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***

<b>Position:</b>	Permanent Building Substitute Teacher
<b>Reports:</b>	Building Principal
<b>Qualifications/Skills:</b>	Professional Educator License (PEL) or Substitute License
<b>Terms of Employment:</b>	Reports each day during the school term. End of year only.

**Basic Function:** In collaboration with the building administration, the Permanent Building Substitute Teacher will be assigned to cover classrooms when regular teachers are absent. Classroom assignments will be made at the discretion of the building principal or their designee. The Permanent Building Substitute Teacher is expected to foster a positive, engaging classroom environment that encourages student growth and development. They will establish effective rapport with students and motivate them to develop the skills, attitudes, and knowledge outlined in the classroom teacher's lesson plans. Additionally, the Permanent Building Substitute Teacher will build positive relationships with parents, staff, and administration.

### **Performance Responsibilities:**

- Implement prepared teacher lesson plans and carry out lessons effectively.
- Utilize various learning materials, instructional tools, and technologies to engage students.
- Maintain an organized and efficient learning environment.
- Clearly communicate directions, procedures, and lesson objectives.
- Be accountable for school equipment and materials.
- Ensure effective classroom management and maintain an orderly learning environment.
- Promote student behavior that is conducive to learning.
- Follow building and district disciplinary policies and procedures.
- Treat students with respect and dignity at all times.
- Effectively address inappropriate behavior.
- Create a secure and welcoming environment for students.
- Establish and maintain positive relationships with all staff members and administration.
- Report to the assigned classroom or duty area on time.
- On days when a Permanent Building Substitute Teacher is not needed to cover an open classroom in the assigned building, the substitute will cover other classrooms throughout the District.
- If there are no open classrooms on a particular day, the Permanent Building Substitute Teacher will perform other duties as assigned by the building principal or designee.