



Job Description

Position: Substitute Teacher
Work year: On Call
Reports to: Building Principal

Position Purpose

Instructs students and facilitates their learning in the absence of the regular teacher.

Essential Functions

- Follow the curriculum and lesson plans assigned by the regular teacher.
- Instruct students regarding a variety of classroom topics and courses instructions.
- Assign and explain homework.
- Follow procedures and achieve lesson goals.
- Oversee students outside of the classroom including in the hallways and cafeteria.
- Take attendance and document daily notes.
- Ensure classroom and work is kept clean and orderly.
- Oversee the normal classroom rhythms and activities.
- Compile a report for the teacher for when he/she returns.
- Demonstrate professional practices in teaching.
- Act in accordance with all school regulations and policies.
- All other duties assigned by the building Principal or other central office administrators.

Additional Duties

Performs other related tasks or assigned assignments by the Principal and other central office administrators as designated by the Superintendent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Equipment

Uses standard office equipment such as personal computers, printer, copy and fax machines, and telephone.

Travel Requirements

- Travels to school district buildings and professional meetings as required.
- Valid Drivers Licenses

Knowledge, Skills and Abilities

- Knowledge of current teaching methods and educational pedagogy, as well as differentiates instruction based upon student learning styles.
- Knowledge of elementary school curriculum and concepts.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network system and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Physical and Mental Demands, Work Hazards

Works in standard office and school building environments.

Note: Also see the Summary of Physical, Sensory and Environmental Requirements Needed to Perform Essential Job Duties for this position.

Qualifications Profile

- Valid for substitute teaching certification in all grades of the public schools
**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.

Education

- Bachelor's from an accredited college or university in Elementary Education or related discipline applicable to teaching assignment.

Experience

Successful prior teaching experience for the appropriate grade levels a plus.

Special Instructions:

- Rate of Pay: Daily Rate: \$150 per day Long-Term Rate: \$200 per day
- Recommended hire will be subject to pre-employment screenings.
- Cook County School District 104 is an AA/EOE employer.