



LIBERTYVILLE SCHOOL DISTRICT 70
LIBERTYVILLE, ILLINOIS 60048

JOB DESCRIPTION

Title: Substitute Teacher
Reports To: Director of Human Resources
Supervises: Students
Department: District
Classification: Certified
Work Year: Day-to-day within the school year calendar
Contract Dates: None, at-will
FLSA Status: Exempt
Evaluation: Via AESOP by staff and administrators

Qualifications: Illinois Teaching or Substitute License
Criminal Background Check
Attendance at Substitute Orientation
Completion of Compliance Tutorials as Required
At a minimum, accept 2 jobs per month, on average.

Purpose: To prepare learners to achieve their personal best; continue the learning prescribed for that day; provide direction for each student as smoothly and completely as possible in the absence of the regular teacher.

Essential Functions and Performance Responsibilities: (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Report to the main office upon arrival at the school building.
2. Arrive on time, according to the work-day hours published in the Substitute Teacher Handbook, to check in, look over substitute plans and prepare for lessons of the day.
3. Familiarize yourself with the building and other teachers who are available to you throughout the day. Don't hesitate to ask for help. Seeking help will allow you to be more successful in your teaching.
4. Uphold all District policies, rules and procedures to which regular teachers are subject.
5. Maintain as fully as possible the established routines and procedures (including classroom management techniques) for the school and classroom to which assigned.
6. Teach the lessons outlined in the substitute plans as prepared by the absent teacher.



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7. Maximize the probability of success by:
 - a. clearly communicating expectations
 - b. adapting for individual learner needs
 - c. actively involving students in learning
 - d. providing a risk-free, safe environment
8. Assume responsibility for overseeing student behavior in class and throughout the building during supervisory times.
9. Maintain professional standards.
10. Provide direction to students in case of emergency situations.
11. Follow directions given by the regular teacher to conclude your day (process work, tidy room, etc.)
12. Provide feedback to the teacher using the form provided. Include comments on the behavior of students, lessons completed, possible changes made in the plans and why.
13. Provide feedback to the principal using the form provided.
14. Check out at the main office at the end of your day.
15. If accepting a long-term assignment, you are expected to assume all duties and responsibilities of the full-time teacher (notably: lesson planning, parent communication, report cards, etc.) and to be present on all teacher work days including parent-teacher conferences (evenings) and institute days, unless alternative arrangements are made with the building principal.

Libertyville School District 70 assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.

Other Skills And Abilities:

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Understanding that substitutes may work in a variety of positions, the physical demands of the job will also vary, according to the following descriptions:



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Elementary Positions: While performing the duties of this job, the employee is required to stand, talk, hear, walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

Middle School Positions: While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts. The employee is directly responsible for the safety, well-being or work output of other people.

Music: While performing the duties of this job, the employee will continuously stand, and occasionally walk and sit and talk or hear. While performing the duties of this job, the employee may be required to push or lift up to 25 lbs such as musical instruments. The employee frequently will use manual dexterity and or finger dexterity while performing the duties of this position.

Specific vision abilities required by this job include close vision such as to read music or handwritten or typed material, and the ability to adjust focus. The employee will frequently drive while performing the duties of this job. The employee will hear conversations in a quiet and noisy environment and have the ability to tell where a sound is coming from.

Physical Education: While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear. The employee frequently is required to use hands and fingers to handle or feel and reach with hands and arms. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, and peripheral vision.

Kindergarten: While performing the duties of this job, the employee is regularly required to sit, talk or hear, stand, walk, climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 lbs. such as pushing children on bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day, content area of the assignment, and location. Duties are performed indoors and occasionally outdoors.



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Other:

1. The employee shall follow all School Board Policies.
2. This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority, or designee.
3. In accordance with the Americans with Disabilities Act, it is possible that the requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the District.
4. Job descriptions are not intended as and do not create employment contracts. The District maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

My signature below signifies that I have reviewed the contents of my Job Description and that I am aware of the requirements of my position.

Employee

Date