



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

Cadre Substitute

Primary Function

The primary responsibility of the Cadre Substitute is to cover classes in the event of teacher absences. In the event no teacher coverage is needed, the Cadre Substitute will assist with other instructional and non-instructional duties as assigned by the building administration which may also include subbing for a paraprofessional. At times when no substitute coverage is needed, cadre subs may be assigned to supervise students, arrival/dismissal or playground/lunch. They may also be assigned clerical tasks (copying, filing, organizing, etc.) as needed and when no sub coverage is needed. At times, Cadre Subs may be assigned to substitute or assist in another District building.

Organizational Relationship

The Cadre Substitute reports directly to the Building Administration

Qualifications

- Illinois State Board of Education Professional Educator Licensure (PEL) appropriate to assignment. This may include a teaching or substitute license.
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to physically move about the buildings and grounds
- Ability to speak, read, write, and understand English
- Ability to handle all district information with confidentiality
- Solutions-focused approach to supporting the social, emotional, and academic development of all children
- Experience working within an elementary school (PreK - Grade 8) setting and a diverse (culturally, racially, ethnically, linguistically, etc.) student population
- Fluency in a second language, preferred
- Position may require travel among buildings

Performance Responsibilities

1. Cover instructional absences as assigned.
2. Follow teacher's lesson plans in a way that ensures consistency and optimal learning, and that encourages participation.
3. Takes an active role in classroom behavioral management
4. Uses initiative to solve problems when they arise and makes decisions based on the best interests of students.
5. Follows through on classroom issues such as discipline, expectations, and routines, communicates with appropriate parties when issues arise and as appropriate.

6. Some assignments may be longer in nature and extend multiple days/weeks. When this occurs the Cadre Sub may be required to develop lesson plans, grade classwork/homework/tests, and/or attend parent-teacher conferences.
7. Attends professional development, including Wednesday after school meetings, Early Release Day trainings/meetings, and Institute Days.
8. Demonstrates flexibility and is able to adjust and/or adapt quickly.
9. Performs general supervision of students, including at arrival/dismissal and lunch/recess.
10. Other duties as assigned by the building administration.

Term of Employment

This is a temporary, one-year, non-union position. Annual Salary of \$54,000 is based on 180 days of work. Cadre subs will participate in Early Release and Institute Days. Cadre Substitutes who are new to the district will attend the District’s New Staff week (5 days).

The Cadre Substitute is expected to arrive at school 25 minutes before the student start time and remain on site 20 minutes after the student end time as follows.

School	Cadre Sub Start Time	Cadre Sub End Time
PreK	8:00 a.m.	3:30 p.m.
Madison	7:35 a.m.	3:10 p.m.
Edison	8:00 a.m.	3:35 p.m.
Lincoln	8:25 a.m.	4:00 p.m.

The Cadre Sub will be provided with a 30-minute duty free lunch daily.

Evaluation

Performance will be evaluated in accordance with D69 Board policies.