

Position: Daily Substitute Teacher

Job Summary: The Daily Substitute Teacher is an essential member of the school team responsible for providing instruction and maintaining classroom management during the absence of the regular classroom teacher. This position ensures that students experience minimal disruption to their educational progress by following lesson plans, fostering a positive and inclusive learning environment, and adhering to school policies. The Daily Substitute Teacher may work in various grade levels and subject areas within the district as needed.

Qualifications/Minimum Requirements:

1. Valid Illinois Substitute Teaching License or Professional Educator License (PEL).
2. Previous teaching or substitute teaching experience preferred.
3. Strong classroom management skills and the ability to maintain a productive learning environment.
4. Excellent communication and interpersonal skills to engage effectively with students, staff, and parents.
5. Flexibility and adaptability to work in diverse classroom settings and subject areas.
6. Commitment to supporting all students' academic, social, and emotional growth.

Reports to: Building Principal or designee

Responsibilities:

Instructional Delivery

- Follow the regular classroom teacher's lesson plans to deliver effective instruction aligned with district curriculum and standards.
- Engage students in meaningful learning activities and foster a positive and inclusive classroom environment.
- Adapt instructional strategies to meet the diverse needs of students.

Classroom Management

- Maintain classroom routines, expectations, and discipline in accordance with school policies.
- Create a safe and supportive environment conducive to learning.
- Address and report any incidents or challenges during the school day to the appropriate personnel.

Professional Responsibilities

- Collaborate with school staff, including grade-level or subject-area teams, to ensure a seamless transition during teacher absences.

- Follow school safety procedures & expectations.
- Communicate effectively with students, staff, and parents as needed.
- Participate in professional development opportunities and faculty meetings as required.
- Complete administrative tasks such as attendance reporting and classroom setup.

Additional Duties

- Assist with non-instructional responsibilities such as supervision during lunch, recess, or transitions as assigned.
- Support the school community by being available for long-term or short-term assignments within the assigned building.

Benefits:

- This is a non-union position and is not subject to employee benefits.