

Position: Permanent Substitute

Job Summary: The Permanent Substitute Teacher is a dedicated educator responsible for providing consistent, high-quality instruction and classroom management in the absence of regular classroom teachers. This role ensures continuity in students' educational experiences by delivering lesson plans, fostering a positive learning environment, and maintaining a safe and supportive classroom. The Permanent Substitute is assigned to a specific school building and may serve across various grade levels and subjects as needed (on occasion, the PS may be asked to provide coverage in another building). The position is subject to School Board approval on an annual basis.

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 various classroom settings and subject areas.
6. Commitment to supporting the academic, social, and emotional growth of all students.

Reports to: Building Principal or designee

Responsibilities:

Instructional Delivery

- Follow the lesson plans the regular classroom teacher provides 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 that arise 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:

- Long-term sub rate after 30 days.
- Consistent position annually (pending board approval).
- The long-term pay rate remains throughout the school year.
- This is a non-union position and is not subject to employee benefits.