

TITLE:	PERMANENT SUBSTITUTE TEACHER 6-12 & SUBSTITUTE COORDINATOR
QUALIFICATIONS:	Valid Illinois Teaching Certificate Such alternatives to the above qualification as the Board may find appropriate and acceptable.
REPORTS TO:	Building Principal
JOB GOAL:	To enable each child to pursue his education as smoothly and completely as possible in the absence of his regular teacher.
PERFORMANCE RESPONSIBILITIES:	1. Monitors AESOP for absences and takes and assigns other permanent substitute teachers accordingly. 2. Reports to the building principal (school secretary) upon arrival at the school building. 3. Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching day. 4. Maintains as fully as possible the established routines and procedures of the school and classroom to which he is assigned. 5. Teaches the lesson outlined and described as prepared by the absent teacher. 6. Consults with the building principal (department head, team leader) before initiating any teaching or other procedures not specified by the absent teacher. 7. Assumes responsibility for overseeing pupil behavior in class and during recess periods. Provides for a safe and comfortable learning environment. 8. Reports in writing, on the form provided by the school secretary, on the day's activities at the conclusion of each teaching day. 9. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
TERMS OF EMPLOYMENT:	Salary to be established by the Board of Education.
EVALUATION:	Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Approved: 8/28/2017