



Administrative Center · 800 Game Farm Road · Yorkville, Illinois 60560 · 630-553-4382 · y115.org

Substitute Teacher

Purpose Statement:

Instructs and leads student learning in the absence of a regular teacher and in accordance with the goals, directives, and curriculum of Yorkville CUSD 115 schools and the state of Illinois.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

Reports to: Building Secretary and Administration

Essential Functions:

The minimum performance expectations include, but are not limited to, the following essential functions:

- Maintains the confidentiality of student and school personnel information in accordance with District 115 policy and law.
- Maintains a professional appearance as an example to students.
- Maintains a positive learning environment and ensures classroom procedures foster a safe and respectful climate for all students and staff.
- Ensures learning is appropriate to the maturity and interests of students.
- Provides adequate supervision to protect the health, welfare, and safety of all students.
- Takes all necessary and reasonable precautions to protect students and secure District 115 facilities.
- Follows, participates, and leads students in all safety and evacuation drills, procedures, and events.
- Reports to the main office upon arrival at school for assignment and key.
- If necessary, requests clarification of school rules and/or procedures from front office personnel.
- Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible.

- Consults with others in appropriate positions to seek information or clarification regarding attendance procedures, lesson objectives, daily schedule, materials, equipment usage, and daily duties.
- Implements lesson plans while ensuring the integrity of academic time and in a manner which motivates students to learn and participate.
- Attends all non-teaching duties as assigned (i.e. recess duty, dismissal duty, etc.)
- Communicates with students, parents, and school employees in a confidential, polite, and refined manner.
- Follows all arrival and dismissal procedures.
- Leaves instructional materials and equipment in an orderly condition.
- Prepares a daily substitute report concerning progress and/or issues for the regular classroom teacher before exiting the building.
- Returns key and signs out in the main office.
- Follows all Yorkville CUSD Board of Education Policies.

Job Requirements (Minimum Qualifications):

To perform this job successfully, an individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or other abilities needed to perform the job at a fully acceptable level.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple technical tasks as well as periodically upgrading skills in order to meet changing job conditions. Specific skill-based competencies that are required in order to perform the functions of the job include operating standard office equipment, as well as using a variety of technology and software applications

KNOWLEDGE is required to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include pertinent laws, codes, policies, and/or regulations; personnel processes; concepts of grammar and punctuation.

ABILITY to follow oral and written instructions, read and follow lesson plans, establish effective working relationships with students and school personnel, and maintain a high level of ethical behavior and confidentiality.

Responsibility:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing.

Work Environment:

This job is performed in a generally clean and healthy environment. Travel throughout District 115 may be required. The typical includes a school building with classrooms, offices, gymnasium, cafeteria, and recreational areas. The worker is subject to inside and outside environmental conditions, noises, and hazards.

Terms:

Non-Bargaining Unit

Education/License:

Have a substitute license *OR* a valid Professional Educator License with a teaching endorsement *OR* a Bachelor's Degree from an accredited four-year college or university (official transcript must be provided).

Requirements:

Complete a Substitute Packet at the Yorkville CUSD 115 District Office. Complete a health physical, including a TB test. Complete fingerprinting and a background check at the Regional Office of Education.

The position holder must be able to perform the essential job functions with or without reasonable accommodations. It is the responsibility of the employee to inform Y115 Human Resources of any and all reasonable accommodations that will be required.