



Granite City CUSD #9 JOB DESCRIPTION

Position Title: Substitute Teacher

Department: Educational Staff

Location:

Reports to: Building Principal

FLSA Class: Exempt

Effective Date:

SUMMARY

This position is responsible for assuming regular teaching duties for the regular classroom teacher.

DUTIES

1. Prepares instructional materials, activities, and written lesson plans in conjunction with the regular classroom teacher.
2. Continues class activities in an orderly manner by maintaining classroom behavior, discipline, and management.
3. Assumes all special duties of the regular classroom teacher (e.g. playground/lunch duty).
4. Assumes grading procedures and student evaluations as initiated by the regular teacher.
5. Responsible for submitting all required building and District classroom reports.
6. Counsels students regarding their performance.
7. Confers with parents as needed.
8. Informs the building principal of any special needs or problems.
9. Assigns classwork and homework as necessary, according to lesson plans.
10. Modifies teaching styles to fit the learning styles of various students.
11. Maintains a well-managed classroom and positive learning environment.
12. Creates a classroom that is conducive to learning and appropriate to the maturity and interests of students.
13. Maintains a safe and orderly environment.
14. Maintains established routine of the school and classroom procedures in which assigned.
15. Maintains a professional appearance as an example to students.
16. Remains at school the entire school day, unless otherwise instructed to leave by building principal.
17. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
18. Maintains reasonable rules of conduct which encourage self-discipline and responsibility.
19. Communicates effectively with parents when needed and attend parent-teacher conferences.
20. Meets and instructs assigned classes in the locations and times designated.
21. Performs related duties and responsibilities as assigned.



QUALIFICATIONS

1. Hold a valid Substitute Teaching License in Madison County in IL.
2. Must be familiar with the use of computers including but not limited to electronic mail, the Internet, word processing, and electronic spreadsheets Google.
3. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
4. Ability to understand and follow basic oral and written instructions.
5. Ability to communicate with students, parents and staff in an acceptable/courteous manner
6. Ability to lift and carry up to 20 lbs.
7. Ability to push/pull up to 10 lbs.

SCHEDULING

The work hours for this position will vary based on assigned route or destination. The schedule is subject to change with district demands.

Wages can be found using the link provided below.

<https://www.gcsd9.net/district/employment-1/employment-opportunities/substitutes>