



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Building Substitute
Department / Location:	School Building
Reports to:	Building Principal
Employees Supervised:	None
Classification:	School year
Status:	Exempt
Created / Revised:	September 2025
Board Approved:	November 11, 2025

Position Summary

Under the direction of the Building Principal, the Building Substitute is assigned to work in different classrooms / roles within the assigned building based on daily staffing needs. While typically assigned to one location, the Building Substitute may be assigned to a different building as needed by the District.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Substitute each day for the assigned periods.
2. Serve as a teacher in support of all learners in inclusive classroom settings.
3. Monitor students' academic and behavioral progress (through data collection and analysis) to guide instructional decisions. Monitor and address IEP goals for individual students, as necessary.
4. Implement district-adopted curricular resources and lesson plans.
5. Support proportional representation of all learners in all classrooms.
6. Communicate proactively and effectively with other teachers, staff and administrators.
7. Collaborate with colleagues, including special education teachers, to provide a range of academic and social-emotional support to students in inclusive classroom settings.

8. Collaborate with school improvement teams and align practice with the MGSD Equity Non-Negotiables.
9. Establish effective rapport and build strong relationships with students.
10. Develop positive relationships and engage in open reciprocal communication with parents and families.
11. At times, provide supervision to large groups of students during recess, playground, lunch, etc.
12. Regular and predictable attendance

Knowledge, Skills and Abilities

1. Working knowledge of general education curriculum and experience with Co-Planning.
2. Working knowledge of Universal Design for Learning and culturally relevant instructional practice preferred.
3. Understanding of equity as it relates to public education and one's role in creating and maintaining equitable systems and practices.
4. Experience working with diverse learners is preferred.
5. Excellent verbal and written communication skills.
6. Ability to work positively and productively as an active member of a vibrant teaching team.
7. Ability to use technology in support of learning and instruction.

Working Conditions

1. Indoor office environment.
2. Indoor/outdoor school environment.
3. Travel between district buildings may be required.

Physical Requirements

1. The person in this position needs to be able to move about inside the school building to attend to student needs.
2. The person in this position must be able to transport himself or herself to school district locations, as needed.
3. The person in this position must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
4. The person in this position must be able to converse with administrators and staff, and students must be able to exchange accurate information with such individuals.
5. May be asked to lift up to 40 pounds during some assignments.

Education and Experience

1. Previous experience working with children and young people is preferred.

Licenses and Certifications

1. Valid Teaching License in appropriate age range based on school building assignment, or valid Substitute Teaching license or ability to obtain license upon hire required

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties,

qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.