

LA GRANGE HIGHLANDS SCHOOL DISTRICT 106

JOB TITLE: Permanent Substitute
JOB GOAL: Provide instructional programs to students.
REPORTS TO: Building Principals
QUALIFICATIONS: Illinois Teaching Certification with appropriate endorsements.
Read, understand and follow verbal and written directions.
Utilize applicable technology to support performance responsibilities.

DUTIES AND RESPONSIBILITIES:

General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

Specific

1. Work the same work day as all other certified teachers in the District.
2. When working as a substitute for a classroom teacher, perform all functions of the teacher as outlined in the job description.
3. When working as a substitute for instructional assistants, the permanent sub will perform all functions of the instructional assistant as outlined in the job description.
4. When working as a co-teacher, the permanent sub will provide support to the lessons as designed by the classroom teacher.
5. Maintain a weekly log of his/her assignments to be turned in to the Business Office each Friday.
6. Implement the use of effective instructional strategies based on the needs of students.
7. Carry out group and individual academic lessons.
8. Promote a collaborative relationship with fellow teachers.
9. Keep ongoing records including both academic and behavioral progress.
10. Attend building staff meetings and applicable in-service professional development programs.
11. When necessary, make proactive calls to parents and district staff concerning behavior, grades, school conferences, etc.
12. Participate and prepare information for evaluations and progress review meetings as determined by district.
13. Complete academic assessments of students learning.
14. Establish working relationships with and provide feedback to administrators, parents, and community services.
15. Monitor classroom and building space for safety hazards.
16. Monitor student behavior during classroom and passing periods.
17. Follow any other procedures as outlined in the agreement between the District and the Highlands Association of Teachers.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

EVALUATION:

Performance in this position will be evaluated (annually, twice annually, or at least every two years in accordance with the provisions of the applicable policies of the district.

TERMS OF EMPLOYMENT:

Length of contract, salary, and benefits as established by the Collective Bargaining Agreement.