

Mount Prospect School District 57

Title: Substitute Teacher

Reports To: Principal

Job Goal: To enable each child to pursue his education as seamlessly and effectively as possible in the absence of his regular teacher.

Performance Responsibilities

1. Respond to requests for work from the substitute caller as soon as possible.
2. Report for work thirty minutes before the students start class and leave only after the students are safely on their way home and regular duties are performed. Report in and out with the building principal or school secretary.
3. Conduct oneself with a professional demeanor and respect the confidentiality of district business. All information regarding student behavior and a student's academic progress is strictly confidential and should not be discussed with anyone in the community.
4. Maintain as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
5. Teach the lessons outlined and described in the lesson plans as prepared by the absent teacher.
6. Follow all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
7. Perform extra-duty responsibilities assigned to the classroom teacher.
8. Report to the proper authority any pertinent information on the happenings of the day.
9. Write a daily summary of lessons covered for the absent teacher.
10. Complete Substitute Teacher Record form.
11. Performs other duties as may be assigned by the principal.

Qualifications:

Professional Educator's License or Substitute Teaching License registered with the local Regional Office of Education.

Terms of Employment

Per diem per need of the district, all rates currently established by the Board. The current on-call rate is \$110.00 for a full day of substitute teaching in District 57 and \$55.00 for each half day. No guarantee of employment is expressed or implied.