



## Substitute Teacher - District

### Qualifications & Skills

- **Must hold a valid Illinois Substitute (SUB) or Short-Term Substitute (STS) license.**
  - Additional information and license application process from Illinois State Board of Education (ISBE) can be found [HERE](#).
- Experience working with children and/or in an educational setting is preferred.
- Ability to follow and enforce rules, policies, and procedures.
- Must be punctual and reliable.
- Must be able to pass a background check.
- Availability to cover an absent teacher on short notice is strongly preferred.
- Flexibility to cover various grade levels and positions preferred.

### Job Duties & Responsibilities

- Implement and teach lesson plans and instructions as directed by the absent teacher to students with diverse learning needs.
- Ensure the safety of students at all times.
- Report to and communicate with the building principal as needed.
- Supervise students during recess, lunch and other activities as needed.
- Maintain the positive, inclusive and safe learning environment that has been established.
- Supervise and monitor the halls as needed.

### Pay & Schedule

- Pay: \$125.00 for a full day, \$62.60 for a half day.
- Intermediate School workday:
  - Full Day - 7:30AM - 3:00PM (30 min. lunch break)
  - Half Day - 7:30AM - 11:00AM (no break) OR 11:30AM - 3:00PM (no break)
- Primary School workday:
  - Full Day - 8:00AM - 3:30PM (30 min. lunch break)
  - Half Day - 8:00AM - 11:30AM (no break) 12:00PM - 3:30PM (no break)