

BARRINGTON COMMUNITY UNIT SCHOOL DISTRICT 220
Barrington, Illinois 60010

Job Description Title: Certified Substitute Teacher

Location: District

Reports To: Office of Human Resources, HR Substitute & Operations Support / Building Principal

Job Overview: The substitute teacher is responsible for providing students the best day of learning possible given the absence of their regular teacher through effective instruction in a positive learning environment.

Duties and Responsibilities

Assumes all duties and responsibilities of the absent teacher including but not limited to:

1. Provide classroom instruction to students as outlined in lesson plans provided; consults with the building principal and/or staff to resolve questions and/or concerns
2. Create and support a learning environment conducive to learning
3. Ensures the adequate supervision to assure health, safety, and well-being of all students
4. Maintains and respects confidentiality of students and school personnel information
5. Remains with assigned students during entire assignment, unless instructed otherwise by building principal
6. Report any student conduct issues, accidents, illnesses to appropriate authority immediately or as soon as is reasonably possible; provide written documentation of these incidents to regular teacher
7. Reports to office upon arrival at school in a timely manner; checks out with front office upon dismissal
8. Perform recess/hall and lunch duties according to teacher schedule
9. Returns instructional materials, equipment, and keys to proper place
10. Maintains a professional appearance as an example to students
11. Complies with and supports school and state regulations and policies
12. Complies with all building procedures and schedules
13. Completes other duties as assigned

Knowledge, Skills and Abilities

- Must hold a Bachelor's Degree or higher from regionally accredited institution of higher education
- Hold an Illinois Professional Educator License (PEL), Substitute License, or Paraprofessional License with a Bachelor's degree on file with ISBE, registered in Lake County, Illinois for the current school year.
- Complete required district and state credentialing requirements (including background check/fingerprinting, mandated trainings)
- Previous experience in classroom setting preferred

- Ability to follow both oral and written communication
- Ability to communicate in both oral and written means
- Ability to effectively present information and respond to students and staff
- Ability to effectively manage time and responsibilities
- Ability to handle stressful situations
- Ability to be professional in appearance, attitude, and demeanor

Equipment

- Use of standard office equipment such as a computer or tablet, printer, copy machines, and telephone

Physical Demands

- Works in standard office and school building environments
- Occasional lifting of weights up to 50 pounds
- Occasional movement of students by wheelchairs and other mechanical devices may be required
- Frequent walking, standing, and stooping

Other Information

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please contact Human Resources for further information.

Compensation Information

- Full day to day assignments are compensated at \$150 per day
- Full day long term assignments for certified coverage is \$220- \$250 per day depending on licensure
- This position is not eligible for benefits

Contact Information: Please contact Monica Shore at mshore@barrington220.org with any questions