

BARRINGTON COMMUNITY UNIT SCHOOL DISTRICT 220
Barrington, Illinois 60010

Job Description Title: Classified Substitute Teacher

Location: District

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

Job Overview: The classified substitute is responsible for providing support to classroom teachers and students through individualized and/or small group instruction and supervision. The classified substitute is also responsible for assisting students in successfully learning the daily lesson objectives.

Duties and Responsibilities

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

1. Provide individual help and assistance to students and staff as requested
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. Supervise lunch periods, outdoor recess periods, and bus supervision before and after school as assigned
7. 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
8. Reports to office upon arrival at school in a timely manner; checks out with front office upon dismissal
10. Returns instructional materials, equipment, and keys to proper place
11. Maintains a professional appearance as an example to students
12. Complies with and supports school and state regulations and policies
13. Complies with all building procedures and schedules
14. Completes other duties as assigned

Knowledge, Skills and Abilities

- Hold an Illinois Educator License with Stipulation Paraprofessional Endorsement 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 and fax machines, and telephone

Physical Demands

- Works in standard office and school building environments
- Occasional lifting of weights of 50-80 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 assignments are compensated at \$150 per day
- Full day long term assignments for classified coverage is \$150 per day
- This position is not eligible for benefits

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