

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Substitute Teacher – Secondary Floating

Supervisor: Building Administrators

FLSA Status: Non-Exempt

Employee Group: Certified

Qualifications:

1. Valid Illinois Professional Educator License currently registered with appropriate endorsement applicable to teaching level assigned and teaching field(s), or Provisional Educator endorsement in appropriate area.

Terms of Employment:

- \$15.00 hourly
- 4 Hours per day
- Must be willing to work at all district secondary buildings, potentially transitioning on a daily basis

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Teach for multiple teachers at all secondary buildings for multiple periods of time.
2. In the absence of regular classroom teacher, helps students learn subject matter and/or skills that are required for scheduled lessons and to provide meaningful instruction for assigned classroom.
3. Carries out a program of study prescribed in lesson plans left by teacher.
4. Guides the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for lessons, units, or projects assigned.
5. Actively support the mission of the secondary school and district.
6. Create and maintain a classroom atmosphere conducive to learning.
7. Provide opportunities for all students to experience success, based upon their individual learning capacities.
8. Collaborate with all staff to meet the needs of diverse learners.
9. Keep current with best practices and requirements as they relate to your job assignment.
10. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.