

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Substitute Teacher

Supervisor: Building Administrator

FLSA Status: Non-Exempt **Employee Group:** At-Will

Qualifications:

1. Valid Illinois Professional Educator License, Educator License with Stipulations, or Substitute Teaching License.

Terms of Employment:

- Scheduled by phone or online as needed.

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. Work in assigned building under supervision of assigned Building Administrator.
2. Adhere to appropriate check-in/sign in procedures.
3. Maintain the established routines and procedures of the school and classroom to which he or she is assigned.
4. Teach the lesson as outlined and described in the material prepared by the absent teacher.
5. Consult, as appropriate, with the building administrator, division chairperson, or others before initiating any teaching or other procedures not specified in the material prepared by the absent teacher.
6. Keep current with best practices and requirements as they relate to your job assignment.
7. 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.