



# Careers

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## Job Description

### Substitute Teacher(Job Number: 2100008C)

#### Description

**Characteristics of the Class:** Under the supervision of the school principal, and in the absence of the assigned teacher, must be responsible for the instruction, progress, and discipline of all pupils in assigned classes: and performs related duties as required.

#### Essential Functions:

- Follows existing lesson plans to provide instruction to assigned students,
- Responsible for establishing positive learning expectation standards for all pupils,
- Applying contemporary principles of learning theory and teaching methodology, drawing from the range of instructional materials available in the school,
- Establishes and maintains reasonable rules of conduct within the classroom and on school grounds, including, but not limited to, playgrounds, corridors, and lunchrooms, consistent with the provisions of the Chicago Public Schools' Uniform Discipline Code;
- Maintains accurate attendance records and seating charts;
- Encourages student growth in self-discipline and positive self-concept; ensures fairness in teacher-pupil relationships and exhibits an understanding and respect for students;
- May coordinate and attend class field trips; may work in extracurricular and after-school activities;
- Utilizes appropriate resources available in the school.

#### Minimum Qualifications:

Substitute teacher candidates are not required to live in Chicago, but are required to provide proof of either a **Professional Educator License** or **Substitute Teaching License** issued by the Illinois State Board of Education (ISBE).

#### Knowledge, Abilities, and Skills:

Substitute teachers in Chicago Public Schools must have a strong desire and commitment to urban education.

Knowledge of subject matter consistent with state certification requirements, knowledge of contemporary principles and practices of teaching, knowledge of classroom and behavior management techniques.

Ability to modify instruction to meet student needs, ability to cooperate with the school faculty and administration in the development and implementation of an articulated program of instruction, ability to work effectively with pupils, parents and guardians, staff members, and community representatives in providing an appropriate educational program; ability to understand the physical, intellectual, social, and emotional patterns of pupils.

Skill in the application of contemporary principles and practices of teaching, good oral and written communication skills, good interpersonal skills, skill in exercising sound and professional judgment.

**Physical Requirements:**

Light Work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demands include the ability to stoop occasionally, reach frequently, handle and finger objects occasionally, talk and hear constantly, frequent use of near visual acuity, and occasional use offer visual acuity.

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