

ATTACHMENT NO. X-D: Hiring of Long Term Substitute Teachers

Potential motion: Move to approve the Hiring of Long Term Subs

Recommended action: Approve the motion.

We are recommending the hiring of 1 long term sub for each of our schools (6 total). The upcoming school year will require the need for a dependable substitute teacher due to the current pandemic. Each building would have 1 designated long term sub that can fill in for any teacher, support with student instruction and remote learning, assist with supervision and support where needed with all of the added guidelines for the 2020-21 school year. This person would work 181 days for \$30,000 plus TRS and health benefits. This would be a one year contract.

North Boone

Community Unit School District 200

JOB DESCRIPTION - FACULTY

Position/Title: Long Term Substitute Teacher

Reports to: Principal

Qualifications:

1. Illinois substitute teaching certificate appropriate for the assignment
2. Strong instructional, organizational and interpersonal skills
3. Strong knowledge of curriculum design and implementation including using appropriate instructional technologies including the use of SMART Boards, tablets, Web 2.0 applications, etc.
4. Demonstrated ability for student management and instructional delivery

General Responsibilities:

Perform functions to instruct students on established curriculum ensuring each individual is provided with the knowledge, proficiencies and experiences necessary to become successful contributing citizens in an ever-changing world.

Duties:

1. Instruct students using district and Common Core aligned curriculum in the classroom and on-line.
2. Develop lesson plans and goals that meet district expectations.
3. Enrich or modify lessons, curriculum, materials and resources in accordance with the needs of each individual student.
4. Conduct formal and informal assessments to evaluate student progress. Administer standardized assessments as directed. Interpret student assessment data for application of instructional methods and monitoring of student progress.
5. Consistently and in an appropriately timely manner, review student progress via assessments, maintain records of student work, and develop classroom intervention strategies to ensure student success and growth.
6. Communicate consistently, effectively and in an appropriately timely manner with parents and students on progress using oral, written and emerging technologies.
7. Meet regularly and work collaboratively with other grade level or departmental teachers and support teachers to plan instruction across classrooms and to incorporate lessons across subjects.

8. Meet regularly with support teachers, teacher assistants and specialists to discuss individual student's modifications or adaptations, ongoing learning issues, interventions or problems. Work collaboratively to ensure individual student's needs are met.
9. Provide assignments, supervision, instructions and/or lessons to teacher assistants, student teachers and/or volunteers. Assess performance, modify assignments and provide regular feedback.
10. Actively participate on various building and district teams and committees. Provide feedback and act as liaison to other building staff in creating a cohesive PK-12 program.
11. Set clear expectations for students and manage classroom and school environment applying positive behavior supports and interventions as needed.
12. Collaborate with other staff in planning, modifying, enhancing and implementing curriculum and school and district objectives.
13. Establish a safe atmosphere conducive to a positive learning environment. Act as role model by encouraging appropriate behaviors that lead to social, emotional and physical development.
14. Enforce and support school policies, philosophies and objectives with students and parents. Work collaboratively with administration and colleagues to actively advocate for North Boone's students and programs.
15. Participate in staff development and school improvement activities in order to maintain professional growth. Plan and incorporate best practices or new strategies.
16. Participate in events outside of the regularly scheduled work day such as orientation, open houses, conferences, PTO or Booster events and other student events.
17. Abide by the Teacher Expectations and Responsibilities outlined in the North Boone CUSD Teacher Handbook.
18. Perform other duties as assigned by the principal.