



SPECIAL EDUCATION ASSOCIATION OF PEORIA COUNTY
4812 W. PFEIFFER ROAD
BARTONVILLE, IL 61607

SERVE • EDUCATE • PREPARE

Special Education Substitute Teacher

Job Description:

Substitute teachers are hired to temporarily replace classroom teachers for short-term or long-term periods of time in the absence of regular teachers. **Like regular teachers**, they are required to provide individualized attention to students and help them learn class material. In addition, they may perform non-academic duties, such as monitoring students in the cafeteria, recess time, or field trips. They may also provide assistance by recording grades, setting up equipment and preparing materials for the classroom.

Duties of this position include but are not limited to:

1. **Essential Duties:**
 - a. Following the lesson plan left by the teacher for whom he/she is substituting.
 - b. Maintain discipline within the classroom.
 - c. Assisting in upholding and enforcing school rules and policies.

2. **Public Relations:**
 - a. Communicate effectively with students and other staff in the room.
 - b. Cooperate with school personnel.

3. **Reporting:**
 - a. Report to the school office at the beginning and end of the school day.

Required Qualifications: Substitute teachers need a variety of skills and aptitudes to successfully instruct students and maintain discipline in unfamiliar classrooms. Often times with little or no time to prepare. Computer skills are very helpful. Substitute teachers need to have flexible schedules that allow them to accept short or long-term assignments, often without much advance notice. Working closely with students is often very rewarding but can also be physically and emotionally tiring. Much time is spent standing, walking, or kneeling, and may require strenuous tasks such as lifting when working with disabled students. Must have appropriate licensure through the Illinois State Board of Education.