## VACANCY NOTICE

#### Position: Daily Substitute Teacher

**Apply to:**  Tara Grommes, Substitute Coordinator

Tara.grommes@central301.net

275 South Street

P.O. Box 396

Burlington, IL 60109

**Phone inquiries call:**  Tara Grommes

847-464-6005

**Location:** District Wide

**Description:** Substitute Teachers allow each student to pursue his or her education, as smoothly as possible, in the absence of our regular contracted education staff. They assist with the instructional program, special needs of students and/or the daily functions of the support staff.

Applicants must supply the following materials to complete their application:

### Bachelor’s Degree from an accredited University

### Current Teaching Certificate or Substitute Certificate, registered in Kane County –Log onto [www.kaneroe.org](http://www.kaneroe.org) for information on applying for a Certificate

1. Successful completion of a criminal background investigation with fingerprinting
2. Physical and TB test completed within a year

**Responsibilities:**

1. Maintains the established routines and procedures of the school and classroom
2. Teaches the lessons outlined and described as prepared by the regular classroom teacher
3. Reports in writing, on the day’s activities at the conclusion of each teaching day
4. Follows all policies, rules and procedures to which regular teachers are subject

**Start Date:** As Soon As Possible

**Pay Range:** $100.00 per day. Subject to TRS deduction