



## DIXON PUBLIC SCHOOLS #170

### Permanent Substitute

#### Position Overview

**Job Title:** Permanent Substitute

**Department/School:** Building as assigned

**Reports To:** Building Administrator and Assistant Superintendent

**Evaluation:** Annually

**Schedule:** 176-day calendar

**Summary:** The Permanent Substitute Teacher provides high-quality instruction and supervision for students in the absence of the regular classroom teacher. This position serves across all grade levels and content areas, fulfilling both short-term and long-term substitute assignments as designated by the district. The Permanent Substitute Teacher ensures continuity of instruction while maintaining a positive, structured, and supportive learning environment aligned with district and Illinois State Board of Education (ISBE) standards.

#### Qualifications

##### Required:

- Valid Illinois Substitute Teaching License or Professional Educator License (PEL) issued by ISBE.
- Ability and willingness to teach at all grade levels and subject areas.
- Willingness to accept short-term and long-term substitute assignments as designated by the district.
- Strong classroom management and organizational skills.
- Excellent communication and interpersonal skills.
- Dependable attendance and professional demeanor.
- The employee must be able to stand, walk, sit, bend, and move throughout the school day and occasionally lift up to 25 pounds.

##### Preferred:

- Bachelor's degree in Education or related field.
- Previous teaching or substitute teaching experience.
- Familiarity with Illinois Learning Standards and instructional practices.
- Experience working with diverse student populations.

#### Essential Duties and Responsibilities

- There may be days when there are no available substitute teaching opportunities in the district. The permanent sub is required to come to work at a designated school (to be determined by the district). In this type of situation, an administrator will direct the sub to provide additional assistance in a classroom or fulfill a duty necessary for the instructional operations of the school.
- Provide instructional services in accordance with lesson plans, district curriculum, and Illinois Learning Standards.

- Serve in short-term and long-term substitute teaching assignments across all grade levels and subject areas as assigned.
- Maintain a safe, respectful, and orderly classroom environment.
- Implement classroom management strategies consistent with district practices.
- Support student engagement, learning, and positive behavior.
- Adapt instruction to meet diverse student needs.
- Communicate effectively with teachers, administrators, and support staff.
- Maintain accurate attendance and classroom records.
- Provide feedback and documentation for the regular classroom teacher upon return.
- Supervise students during instructional and non-instructional periods as assigned.
- Follow all district policies, procedures, and confidentiality requirements.
- Demonstrate professionalism, flexibility, reliability, and ethical conduct.

### **Compensation and Benefits**

Dixon Public Schools #170 offers a competitive salary and benefits package, including:

- Pay Rate: \$240 a day
- Retirement plan: TRS

### **Application Process**

To apply for this position, visit the District's website at [www.dps170.org](http://www.dps170.org). The employment application process can be found by using AppliTrack. Click on the District link and then the "Employment" tab. Current employees may submit a letter of interest.

*Dixon Public Schools #170 is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or any other legally protected characteristic. We are committed to creating a diverse and inclusive work environment.*