

Substitute Teacher

Culdesac School District is an Equal Opportunity Employer

Culdesac School District is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

QUALIFICATIONS

Preference is given to open substitute placements in the following order:

- Certificated teachers.
 - Persons in possession of a four (4) year, post-secondary degree.
 - Persons who have completed two (2) years of successful post-secondary high school education, with at least 32 semester credits in the core curriculum (i.e., English, Writing, and Math)
 - Persons who are certified as a Para-Professional.
 - Educational equivalent to graduation from an accredited high school or General Education Certificate (GED).
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- Must successfully pass a criminal background check.
 - Candidate must be at least 18 years of age.
 - Ability to follow both oral and written directions and instructions.
 - Ability to communicate in both oral and written means.
 - Ability to effectively present information and respond to students, parents, and staff.
 - Ability to handle stressful situations.
 - Ability to maintain the confidentiality of student matters.
 - Ability to effectively manage time and responsibilities.
 - Ability to be professional in appearance, attitude, and demeanor.

JOB SUMMARY

In order to create an encouraging learning environment for students while their regular Teacher is absent, the Substitute Teacher will need to effectively manage and instruct the class from the time that attendance is taken, through to tidying up the classroom after the students have left.

MAJOR DUTIES AND RESPONSIBILITIES

- Teaches scheduled classes.
- Prepares a written summary of work completed.
- Assumes all duties and responsibilities of the absent teacher.
- Follows the teacher's written lesson plans.

- Consults with the principal and/or staff to resolve questions and/or concerns.
- Complies with all building procedures and schedules.
- Promotes the proper use and care of school property.
- Makes the absent teacher aware of special situations or problems encountered.
- Upholds board policies and follows administrative procedures.
- Implements effective pupil management procedures.
- Maintains high standards and upholds the student conduct code.
- Intervenes and/or reports concerns to an administrator.
- Develops and maintains a positive learning environment.
- Works cooperatively with staff and parents.
- Incorporates the effective use of available technology.
- Upholds computer technology acceptable use policies.
- Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety.
- Does not leave students unsupervised.
- Supervises non-classroom duties when assigned.
- Accepts personal responsibility for decisions and conduct.
- Performs other specific job-related duties as directed.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.