

TOPPENISH SCHOOL DISTRICT

JANUARY 9, 2019
2018-2019 SCHOOL YEAR

OJC # 13260

POSITION ANNOUNCEMENT

EMERGENCY SUBSTITUTE TEACHER CERTIFICATED

EMERGENCY SUBSTITUTE TEACHER TRAINING
THURSDAY, JANUARY 24, 2019
TIME: 2:00 P.M. – 7:30 P.M.
TOPPENISH SCHOOL DISTRICT CENTRAL OFFICE

To register, please call 865-8153 - Human Resources Department.

DAYS WORKED: As Needed **RATE:** \$150.00 for a full day of 7 hours

QUALIFICATIONS:

- AA Degree or 90 quarter credits or 60 semester credits 100 classes or above.
- At least twenty-one years of age.
- Attend a **mandatory** one-day training provided by the Toppenish School District
- Meet the requirements stipulated by OSPI and the Toppenish School District
- Completion of Emergency Substitute online application on E-Cert.
- Cleared fingerprints within the last 2 years and current on the OSPI EDS System.
- Must be willing to follow lesson plans and maintain classroom order.
- Must be willing to work with students, families and staff from a diverse cultural, social and economic background.
- Working home or cell phone required. Internet highly preferred for online AESOP Absence Management substitute system.

To register, please call 865-8153 - Human Resources Department

REQUIREMENT FOR EMPLOYMENT: A cleared background check through the FBI and WSP. Toppenish School District requires Emergency Substitute Teachers to complete a one-day training before being assigned. Please contact our Human Resources Department for more information.

APPLY ONLINE FOR THE TOPPENISH SCHOOL DISTRICT AT: <https://ewicjobs.hrmlplus.net> Online Job Center This is in addition to the online Emergency Substitute Teacher certification application process on E-Cert.

CERTIFICATION APPLICATION PROCEDURE: Candidates need to create an account profile on E-Cert at: <http://www.k12.wa.us/certification/> if one hasn't been created yet. Once you have met all the requirements for Emergency Substitute Teacher for the Toppenish School District, you will be instructed to apply for the certificate through your account profile.

Toppenish School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Jeanette Ozuna, Civil Rights Compliance Coordinator ozunajl@toppenish.wednet.edu; Sandra Birley sbirley@toppenish.wednet.edu, Section 504/ADA Coordinator; Brett Stauffer bstauffer@toppenish.wednet.edu, Title IX Coordinator. They can be reached at 509-865-4455 or 306 Bolin Drive, Toppenish, WA 98948

TOPPENISH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Emergency Substitute Classroom Teacher

TITLE OF IMMEDIATE SUPERVISOR: Building Administrator

HOURS PER DAY: Varies approximately 3.5 to 7.0 hours

WORK DAYS: As Needed

BARGAINING UNIT: None

DEFINITION: The Emergency Substitute Classroom Teacher is a certificated Emergency Substitute possessing a valid certificate. The Emergency Substitute's primary responsibility is providing classroom instruction. Specific assignment may be in a departmentalized program, classroom or in a specialized area such as reading, math, etc.

DISTINGUISHING CHARACTERISTICS: The Emergency Substitute is expected to follow the lesson plan regular or specialized classroom instruction based on the adopted scope and sequence, student learning objectives, and instructional materials provided by the district. The Emergency Substitute will also maintain classroom management/order.

TYPICAL WORK:

1. Assumes the responsibility of following written lesson plans for substitutes.
2. Provide an appropriate educational program centering on high expectations for student achievement.
3. Provides a clear and intentional focus on subject matter, content, and curriculum.
4. Fosters and manages a safe, positive learning environment.
5. Teaches within the course of study for the subject area and grade level as prescribed in State Law, adopted by the school district or specified by individual program requirements. Follows the lesson plan.
6. Observes the designated working hours.
7. Will notify in advance the Building Administrator or the AESOP Sub System if unable to fulfill an assignment.

8. Plans, coordinates and supervises the work of paraprofessionals and student teachers under the direction of the building administrator (when applicable).
9. Uphold TSD Board Policies, follow administrative procedures, adhere to the Code of Professional Conduct, and enforce school rules.

Minimum Qualifications: Must be able to obtain a valid Washington State Emergency Substitute teaching certificate. AA Degree or 90 quarter credits or 60 semester credits. At least twenty-one years of age. Attend a mandatory one day training provided by the Toppenish School District. Meet the requirements stipulated by OSPI: Completion of the OSPI Emergency Substitute application process. Submit fingerprints, etc. Must have a working home or cell phone. Internet access preferred for AESOP Sub System.

Requirement for Employment: Clearance through a background check through the FBI and WSP. Toppenish School District requires Emergency Substitute Teachers to complete the one-day training before being assigned.