

NOVEMBER 5, 2013

PLEASE POST

## POSITION ANNOUNCEMENT

### EMERGENCY SUBSTITUTE TEACHER

THE MANDATORY TRAINING WILL BE HELD FRIDAY, NOVEMBER 8, 2013. PLEASE CALL NORA OR RITA AT 865-4455 TO REGISTER FOR THE TRAINING.

**DAYS WORKED:** On-Call

**RATE:** \$115.00 for a full day of 7 hours

**QUALIFICATIONS:**

- 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 ESD 105: Completion of Emergency Substitute Certificate packet.
- Submit fingerprints, etc.
- Working home or cell phone. Internet access preferred for AESOP Sub System.
- Must be willing to follow lesson plans and maintain classroom order.
- Must be willing to work with students and families from a diverse cultural, social and economic background.

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

**APPLICATION PROCEDURE:**

Candidates need to submit a completed Emergency Substitute Certificate packet and a copy of transcript documenting degree. Emergency Substitute Teacher applications can be downloaded at:

<http://www.k12.wa.us/certification/certapp/4027.pdf> Please bring this documentation to the training.

You will also be required to apply online at: [www.toppenish.wednet.edu](http://www.toppenish.wednet.edu) Apply Here (Online Job Center)

**CLOSING AND TRAINING DATE:**

**Training will be held Friday, November 8, 2013.** Complete and submit an Emergency Substitute application online at [www.toppenish.wednet.edu](http://www.toppenish.wednet.edu) Online Job Center and transcripts to the TSD Personnel/HR Dept. at 306 Bolin Dr., Toppenish. **The application must be submitted to the TSD on or before Thursday, November 7, 2013 for you to attend the training.** Employment packets with required hiring documentation will be given out at the end of the training session. **Please call Nora or Rita for more information 508-865-4455.**

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 designated youth groups. The following person has been designated to handle questions and complaints of alleged discrimination: Larry Davison, Executive Director Personnel and Human Resources, 509-865-4455, 306 Bolin Dr., Toppenish, WA 98948, [davison@toppenish.wednet.edu](mailto:davison@toppenish.wednet.edu)