

Job Posting

Job Details

Title: Great Northern Elementary School – Substitute

Posting ID: 2018SUB

Description: 3115 N. Spotted Road
Spokane, WA 99224

Mrs. Finley, Secretary

509-747-7714

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September 10, 2018

OPEN UNTIL FILLED

CERTIFICATED VACANCY

2018-2019 School Year

Great Northern Elementary School

Substitute Teacher

Non-Continuing – As needed basis

JOB SUMMARY:

Educate students by planning, developing, and delivering a course of study according to student learning objectives, district/building curriculum guidelines and student assessment data.

MAJOR RESPONSIBILITIES:

1. Develop and implement effective lesson plans and instructional materials that allow students to utilize and practice higher level thinking skills.
2. Provide for large and small group and individualized instruction in order to adapt the curriculum to the needs of each student.
3. Establish and communicate clear objectives for all learning activities.
4. Utilize a variety of learning materials and resources for use in learning activities and instruct and monitor students in the use of such.
5. Observe and evaluate student's performance and development and provide appropriate feedback on work utilizing methods such as assigning and grading class work, homework, tests and assignments.
6. Continually assess student progress, and implement effective lessons to meet individual student learning needs as designed by classroom teacher.
7. Provide opportunities for students to self-reflect and track progress toward learning goals.
8. Maintain accurate and complete records of students' progress and development for classroom teacher review.
9. Update all necessary records accurately and completely as required by laws, district policies and school regulations.
10. Provide a safe, positive, and effective environment that reflects and facilitates learning.
11. Manage student behavior in the classroom by establishing and enforcing rules and procedures in accordance with the policies and procedures of the school building and the classroom teacher.
12. Communicate effectively with a variety of audiences including communicating student progress in a timely and professional manner.

13. Self -reflect and evaluate the effectiveness of instructional performance to identify areas of strengths and weaknesses and adjust accordingly to reach maximum effectiveness.
14. Performs other related duties as required.

QUALIFICATIONS:

- Must possess a valid Washington State Teaching Certificate
- Must favorably pass the Washington State Patrol/FBI background check.
- Demonstrate mature behavior and ability to use sound judgment.
- Recognizes all children as learners.
- Must submit a complete application packet.

TERMS OF EMPLOYMENT:

This is a non-continuing position, on a “as needed basis”, beginning the 2018/2019 schoolyear (August 29, 2018). Salary is based upon daily amount.

REQUIRED DOCUMENTS FOR A COMPLETE APPLICATION:

- Resume
- Letter of Interest, which speaks specifically to your teaching abilities in the area you are applying
- Transcripts (unofficial copies are acceptable if it contains school name, applicant name and degree program
- Copy of your Washington State Teaching Certificate(s) or Professional Permit(s).
- If your WA State teaching certificate is in the application process or your permit is pending, you can still be considered for positions.
- A current Placement File (within the past 3 years) containing a minimum of three dated and current Letters of Recommendation
OR may submit 3-5 Letters of Recommendation (dated and current within the last 3 years).