

SOUTHWEST TECHNICAL EDUCATION DISTRICT OF YUMA

Job Description

JOB TITLE:	Substitute Teacher
SCHOOL/DEPARTMENT:	STEDY Central Campus
TYPE:	Certified
STATUS:	Exempt
SALARY RANGE:	\$25.00 (hourly)
REPORTS TO:	District Superintendent
TERM OF EMPLOYMENT:	Employment based upon need
DEFINITION:	To enable each student to pursue his/her education as smoothly and completely as possible in the absence of his/her regular teacher.

PERFORMANCE RESPONSIBILITIES:

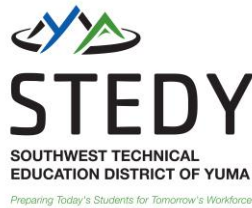
- Reports to the Curriculum Specialist upon arrival at STEDY Central Campus.
- Reviews all plans and schedules to be followed during the teaching day.
- Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned.
- Teaches the lesson outlined and described in the Substitute Teacher's Folder as prepared by the regular teacher.
- Consults as appropriate with the Curriculum Specialist before initiating any teaching or other procedures not specified in the Substitute Teacher's Folder.
- Assumes responsibility for overseeing student behavior in class and any break periods.
- Reports in writing on the day's activities at the conclusion of each teaching day.
- Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
- To perform other duties that may be necessary to assign.

EVALUATION:

- Evaluation of this position will be performed by the teacher and Curriculum Specialist in accordance with the Board's policy on evaluation of personnel.

PHYSICAL REQUIREMENTS:

- Work is performed in both indoor and outdoor environments.
- Work requires frequent standing, walking, bending, lifting and/or carrying up to 30 pounds.
- May be exposed to infectious diseases and body fluid borne pathogens.



QUALIFICATIONS:

- Valid Arizona Substitute Teaching Certificate.
- Class one Fingerprint clearance card
- High School Diploma
- Official College Transcripts

Closing Date: open until filled

Start Date: August 2018

Application Procedure:

Submit on-line application – STEDYcte.org

Include: Letter of interest, current resume', three professional references (names, addresses and phone numbers)

Southwest Technical Education District of Yuma is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Southwest Technical Education District of Yuma does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.