

Job Title: Substitute Teacher

Supervisor: Building Level Administrator

Employment Terms: 1:30 PM – 6:30 PM

Salary Range: \$200 /per day, \$100 /half day

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Instructs assigned classes in the location and at the time designated.
- Follows the lesson plans provided by the absent teacher.
- Creates a positive and nurturing class environment that is developmentally appropriate and conducive to learning.
- Sets and maintains standards of classroom and classroom behavior, and upholds district wide discipline policies.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assists the administration in the development and implementation of rules and/or policies governing student conduct.
- Performs other duties as assigned or required.

Requirements:

- Bachelor's degree or above from an accredited four year college or university.
- Completed Substitute Teaching Application.
- Valid AZ Teaching Certificate or Substitute Certificate.
- Valid AZ Fingerprint clearance card.
- Two forms of ID including current AZ Driver's License.
- Provide two verifiable references.
- May be required to work outside normal working hours.
- May be required to travel to work to perform work functions.
- Any other qualifications the Board deems appropriate.

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

Applications are maintained for one year. Contact information: West-MEC Human Resources Department, 623-738-0055.

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