



**Centralia School District
Job Description
Substitute Teacher**

Reports to: Principal

Location: Edison Elementary School

Bargaining Unit: Non-Represented

FLSA Status: Non-Exempt

Job Summary:

The substitute teacher will be assigned to classrooms each day based on other staff absences. The substitute will follow lesson plans developed by the classroom teacher to educate students on a variety of subjects.

Required Qualifications:

- Possession of a valid Washington State Teaching Certificate
- Ability to communicate effectively, possess awareness of self and others, listen actively, be patient, incorporate humor/lightheartedness into work, be empathic, possess a growth mindset, and be customer-service oriented
- Ability to maintain confidentiality in all aspects of employment
- Ability to support the District's vision, mission, goals, and culture code including the belief that all students can succeed
- Ability to be flexible and adapt in a variety of educational settings
- Ability to perform the essential functions of the job with or without reasonable accommodations

Preferred Qualifications:

- Ability to speak Spanish
- Successful experience working with diverse individuals
- Successful experience working with adolescents

Essential Functions:

- Follows classroom teacher's lessons plans to deliver instruction to students
- Collaborates with families, other staff, and administration
- Develops and maintains healthy relationships with students in the building
- Supervises students in a variety of settings
- Redirects student behavior appropriately and effectively
- Attends meetings and trainings as directed or appropriate
- Other duties as assigned

Salary:

\$160 per day for the first 20 workdays then placed on the Centralia Education Association salary schedule based on experience and qualifications

Work schedule:

7.5 hours per day on scheduled school days

Benefits:

1 hour of sick leave for every 40 hours worked

Application Procedures:

Anyone interested in this position should apply through www.edjobsnw.org with a resume, letter of interest, and two letters of recommendation to Josue Lowe, Principal at jlowe@centralia.wednet.edu.

Working Condition and Physical Effort Requirements

	Seldom or Never	Monthly	Weekly	Daily	Hourly
Lift/push/pull/carry objects up to 10 lbs.				X	
Lift/push/pull/carry objects 11-20 lbs.			X		
Lift/push/pull/carry objects 21+ lbs.	X				
Standing up to one hour at a time				X	
Standing up to two hours at a time				X	
Standing for more than two hours at a time				X	
Stooping and bending				X	
Ability to reach and grasp objects				X	
Manual dexterity or fine motor skills				X	
Ability to communicate orally				X	
Ability to hear				X	
Proofreading and checking documents for accuracy			X		
Using a computer and computer software				X	
Using various technology tools				X	
Working in a normal office environment with few physical discomforts				X	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations, or other conditions		X			
Working in an area that is very uncomfortable due to extreme temperatures, noise levels, or other conditions	X				
Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises, or muscle pulls	X				
Operating school buses, light and heavy-duty trucks & automobile and/or vans	X				