



## Western Maricopa Education Center | District #402

### Job Description

**Job Title:** Substitute Teacher

**Supervisor:** Building Level Administrator

**Salary:** \$120 per day/ \$60 half day

**Hours:** 1:30pm – 6:30pm

#### **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

Applications are maintained for one year. Contact information: West-MEC Human Resources Department, 623-738-0004.