



Western Maricopa Education Center | District #402

Job Description

Job Title: Adult Education Substitute Teacher

Supervisor: Campus Adult Ed Coordinator

Salary: \$29/hour

Hours: 5:30AM – 10:30PM – varies by program/location

Locations / Programs:	Central Campus	Southwest Campus	Renaissance/Core-Mark
	Aviation	IT Security	Project Search
	CNC	Pharmacy Technician	
	Welding	Welding	

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 or three years experience in the field
- 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.