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.

Western Maricopa Education Center 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. Western Maricopa Education Center 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.