

# **SUGAR-SALEM SCHOOL DISTRICT NO. 322**

## **Announcement of Vacancies**

Sugar-Salem School District has the following vacancy for the  
2023-2024 School Year:

### **Substitute Teachers**

#### **QUALIFICATIONS**

1. High school diploma or GED
2. Previous aide or teaching experience preferred
3. Ability to instruct students at the direction of the regular teacher
4. Ability to follow lesson plans left by the regular teacher
5. Ability to maintain a positive learning environment
6. Works well with students and staff
7. Excellent interpersonal and communication skills
8. Maintain confidentiality of staff and students
9. Ability to lift up to forty pounds and push and pull up to one hundred pounds
10. The ability to work with students with emotional, physical, and mental disabilities
11. Knowledge of subject matters and ability to instruct students
12. Basic knowledgeable of computers including word processing, spreadsheets, general internet usage, and reports
13. Ability to maintain a positive learning environment
14. Works well with students, staff, and the public
15. Able to work under pressure and deadlines

#### **PRIMARY RESPONSIBILITY TO** Building Principal

#### **JOB SUMMARY**

To manage a classroom in the absence of the regular teacher and deliver lesson presentations in a way that is age appropriate for the class.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

##### Instruction and Student Contact

1. Arrive in the classroom on schedule to greet students and remain in the assigned classroom so that students are effectively supervised
2. Maintain, as fully as possible, the established routines and procedures of the school and classroom to which he or she is assigned
3. Deliver the lesson presentations in a way that is age appropriate for the class and meets the individual needs, interests, and ability levels of all pupils
4. Budget class time effectively
5. Encourage students to strive to meet their highest potential
6. Maintain discipline and classroom control
7. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
8. Report all student injuries, accidents, illnesses, and discipline problems to the appropriate authority as soon as reasonably possible

##### Standard Procedures and Reporting

1. Report to office upon arrival at school by 7:45.
2. Check for messages or materials requiring immediate attention
3. Request clarification of school rules and procedures including emergency and lock-down drills and

- procedures, if necessary
4. Follow all policies, rules, and procedures established by regular teacher
  5. Collect and place students' papers in an appropriate location
  6. Return instructional materials, equipment, and keys to their proper places
  7. Leave a summary description of student performance and behavior
  8. Tidy classroom including the floor and take out trash
  9. Check out with building secretary

Other

1. Keep the building principal informed of activities and any issues that may arise
2. Assume responsibility for his or her continuing professional growth and development through such efforts as reading professional journals and other publications
3. Seek assistance should emergencies arise
4. Represent the school district in a positive manner
5. Know and follow school district policy and chain of command
6. Perform other duties as assigned

**TERMS OF EMPLOYMENT**

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

**NOTE**

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference: I.C. § 33-513 Professional Personnel  
I.C. § 33-1210 Information on Past Job Performance

**Work Schedule:** Monday-Friday (varies upon current needs)

**Pay Rate:** General information is available to applicants upon request

**Posting Date:** 08/22/23

**Closing Date:** Open Until Filled

**Special Instructions**

Applications are available at the District Office located at 105 West Center, Sugar City, ID 83448

**Contact Info**

Human Resources  
[jrobbins@sugarsalem.com](mailto:jrobbins@sugarsalem.com)  
(208) 356-8802