

LAGUNA DEPARTMENT OF EDUCATION

POSITION OPENING **INTERNAL/EXTERNAL**

POSITION: **SUBSTITUTE TEACHERS**
(PART TIME)

POSTED: **8/18/2022**

LAST DATE TO APPLY: **OPEN UNTIL FILLED**

LOCATION: **HEADSTART, ELEMENTARY, & MIDDLE SCHOOL**

WHO TO CONTACT: **LDOE Human Resources**
(505) 552-6008
humanresources@lagunaed.net

QUALIFICATIONS: **HIGH SCHOOL DIPLOMA, DRIVER'S LICENSE, EXPERIENCE WORKING WITH STUDENTS IN AN EDUCATIONAL SETTING PREFERRED**

SALARY: **AS PER SALARY SCHEDULE**

Applicants are encouraged to submit a letter of interest, a current resume, and an up-to-date application.



For information on applying for any position contact:

Human Resources
(505) 552-6008
Fax (505) 552-6398
Email: humanresources@lagunaed.net

Conditions of Employment: Able to comply with the immigration Reform and Control Act of 1986; obtain a successful Criminal History Background Check as per PL 101-647 and 45 CFR 1301; must provide official transcripts; and LDOE Superintendent approval.

Laguna Department of Education is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, handicap, or military status in compliance with federal and state laws. Laguna Native American Preference.

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Job Description

Job Title: Permanent Substitute
Department: Laguna Department of Education – Laguna Elementary and Middle Schools
Reports To: School Principal
FLSA Status: Non-Exempt – Academic Year

SUMMARY

Under the direct supervision of the school Principal, the Permanent Substitute performs duties as a substitute teacher up to and including: Following routines and implementing lesson plans provided; planning lessons in collaboration with other subject or grade level teachers in the event of an extended absence. The permanent substitute keeps order and discipline in the classroom, maintains respectful and supportive rapport with students and supports students in completing required classwork.

Work may also include assisting regular classroom and Special Education teacher(s) with design and instructional materials for the classroom, assisting in planning and implementing educational activities, and supervising and monitoring students. The permanent substitute may also work with students on an individual or small group basis. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Substitutes for classroom teachers when they are absent
- Creates Lesson Plans with assistance when covering vacancies longer than three days
- Maintains a positive classroom environment
- Monitors and supervises students inside and outside the classroom (e.g. lunchroom, field trips).
- Prepares materials for student and instructional use.

Assists in creating and designing instructional materials.

Implements behavior management strategies.

Facilitates classroom learning activities.

Assists with supplementary work for students and supervises independent study in the school environment.

May accompany students on field trips and community activities.

May assist students with special needs.

May assist in management and ordering of supplies.

Other Duties, as assigned:

May require test proctoring. May require assisting with personal hygiene needs of students.

MINOR RESPONSIBILITIES:

Attends and participates in team meetings, staffings, trainings, professional development activities and appropriate organized community and school events.

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Works with teachers and administrative staff on attendance, behavioral, and grade reports for students.

COMMUNICATION REQUIREMENTS:

May be required to attend and participate in scheduled meetings with staff and teachers to maintain collaborative efforts.

Maintains legible and up-to-date evidence of team collaboration meetings, to include note-taking, copying, filing, and record-keeping.

SUPERVISORY RESPONSIBILITIES:

No direct subordinate supervision required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associates Degree or equivalent; Bachelor's degree preferred. Experience as an aide in a classroom setting; Experience or training in a child care or child-related field preferred, but not required. Willing to work towards a teaching license. Training will be provided.

SKILLS and ABILITIES REQUIRED:

Ability to adapt to specific learning capabilities or disabilities of the student.

Ability to work effectively and patiently with children and to work cooperatively with school personnel and parents.

Some knowledge of developmentally appropriate social, emotional, cognitive, and communication skills for children of elementary or middle school ages.

Ability to align behavior with the needs, priorities, and goals of the teacher(s) and the Laguna Elementary or Middle School program.

Ability to express information to individuals or groups effectively, taking into account the audience and the nature of the information.

Ability to listen to others and respond appropriately.

Ability to take direction and respond to supervisor(s) appropriately.

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS:

Basic word processing skills (i.e. Microsoft Office Systems) a plus.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid New Mexico Driver's License. Valid and current State of NM Substitute Teaching Licensure.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk or hear. Employee is frequently required to stoop, kneel, crouch and crawl. May be required to lift up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in a classroom environment and in close quarters with staff and students. May occasionally travel to sites that are not wheelchair accessible. The noise level in the work environment is moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.