



Western School of Science and Technology exists to transform Maryvale by improving low-income west Phoenix students' opportunities for advancement in the new, global, technological economy by providing needed preparation for the academic rigors of college graduation leading to career success.

**Job Title:** Permanent Substitute

**Job Type:** Full-time, 11-month contract

**Reports to:** Principal

**Staff to manage:** None

**Department:** Academics

**Number of Prep Periods:** 2

**Location:** On campus (Not eligible for remote work)

**Starting Annual Salary:** \$41,221 - \$49,920

**Here's what we're primarily looking for in a team member:**

- Strong commitment to our college-bound mission and core values (Achievement, Innovation, Respect, Responsibility, Relevance)
- Passion for working with families living in urban Phoenix communities

**Benefits of working at Western:**

- 100% of employee medical, dental, and vision monthly premiums covered; 50% of dependent medical, dental, and vision monthly premiums covered.
- Qualification for 3% employer-match safe harbor 401(k) (Eligible 90 days after employment)
- Monthly allowance for supplemental insurance
- Monthly allowance for Health Savings Account
- Paid Parental Leave (Eligible after 12 months of employment)
- Employee Assistance Program
- 4 days of paid time off, 5 days of sick leave per year ( accrued over time)

**The following are the critical skills, beliefs, and experiences requisite of an effective team member at Western:**

- Former experience in this field - Preferred
- AZ Substitute Certification - Required
- Associate Degree- Required; *Bachelor's Degree - Preferred*
- Valid State of Arizona "IVP" Fingerprint Clearance Card - Required
- Knowledge of child development concepts and practices
- Excellent communication skills
- Superior knowledge of education laws and regulations
- Demonstrates taking personal ownership for his or her own development; growth mindset
- Preference will be given to individuals who have experience working in the target community or in a demographically-similar community and prior experience in a similar role
- Bilingual- Spanish (Preferred)

**General Description:**

The Permanent Substitute Teacher is responsible for delivering instructional support to students. The substitute teacher will implement lesson plans provided by the regular teacher, manage the classroom environment, and promote student learning. This role requires adaptability, strong communication skills, and a commitment to helping students succeed academically.

**Duties and Responsibilities:**

- Follow the lesson plans provided by the regular teacher and ensure continuity of instruction.
- Create a supportive and inclusive classroom environment that encourages student participation and engagement.
- Adapt lessons and instructional strategies to meet the needs of students with varying levels of English proficiency.
  
- Monitor and assess student progress and provide feedback to students to help them improve their language skills.
- Manage classroom behavior and maintain a positive learning environment.
- Communicate effectively with students, staff, and administrators.
- Ensure the safety and well-being of all students in the classroom.
- Maintain accurate attendance records and complete any required administrative tasks.
- Report any concerns or issues to the school administration.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

**KNOWLEDGE AND ABILITIES:**

- Establishes and maintains productive, collaborative relationships with others.
- Relates to students with mutual respect while carrying out a positive and effective disciplinary program.
- Models district standards of ethics, confidentiality, and professionalism.
- Meets schedules and deadlines.
- Plans and organizes work.
- Analyzes and interprets assessment results for the purpose of designing and modifying instruction.
- Follow through with directives.
- Performs a wide variety of specialized tasks; interprets and applies rules and regulations as appropriate.
- Applies knowledge of school law and district policy.
- Operates office equipment including a computer with a variety of software related to job requirements.
- Applies knowledge of best practices in curriculum, instruction, and assessment, and methods of supporting and extending instruction and student learning.
- Builds relationships with families.
- Completes work before deadlines despite constant interruptions.
- Reads, interprets, applies, and explains rules, regulations, policies, and procedures.
- Maintains consistent, punctual, and regular attendance.

- Demonstrates knowledge of correct English grammar and usage.
- Prepares and delivers oral presentations to groups.
- Defines problems, collects data, establishes facts, and draws valid conclusions.
- Maintains a safe and orderly learning/working environment.
- Uses effective interpersonal skills including tact, patience, and courtesy.

**Physical Demands:**

- Hear and speak to make presentations and exchange information in person and on the telephone.
- Communicate so others will be able to understand conversation.
- Dexterity of hands and fingers to operate a computer keyboard and manipulate paper.
- See to read, prepare documents and reports, and to observe students.
- Able to return to a task after interruption
- Sit or stand for extended periods of time, in both indoor and outdoor environments.
- Stamina to work a full day and then supervise evening events or attend meetings.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.
- Hear and understand speech at normal levels.
- Kneel, bend at the waist, and reach overhead, above the shoulders, and horizontally

**With Reasonable Accommodations:**

The ELL Substitute Teacher is expected to perform these duties with or without reasonable accommodations, as required by applicable law. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We believe in fostering a diverse and inclusive environment, and we welcome applications from candidates who may not meet all qualifications but bring unique perspectives and experiences. Your unique qualities and perspectives are valuable assets that contribute to the richness of our school community. We encourage all interested individuals to apply and be part of our commitment to diversity, equity, and inclusion.

Veterans and Teach for America alum are encouraged to apply.

Western: CFA is an equal opportunity employer.