



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:** ITM & EL Support Perm Sub/Teacher

**Job Type:** Full-time

**Reports to:** Program Manager of EL

**Staff to manage:** None

**Department:** Instructional

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

**Starting Salary:** \$48,000-\$63,335

**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
- Professional Development Opportunities are available upon approval
- School Laptop
- 6 days of paid time off, 5 days of sick leave per year
- All supplies and materials for your department

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

- Former experience in this field (Bachelor's Degree preferred)
- Valid State of Arizona "IVP" Fingerprint Clearance Card (or acquired prior to employment)
- Experience working with emotionally/behaviorally disabled/disordered students in a school
- 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)

## **Position Summary:**

The ITM & EL Support Teacher serves a dual role by designing and managing asynchronous instructional content for I Days under the Instructional Time Model (ITM), while also acting as the school's permanent building substitute with a focus on supporting the academic and linguistic needs of English Learners (ELs). This unique role ensures students have access to high-quality, equitable instruction both during non-traditional instructional days and in daily in-person support, especially for multilingual learners. The position plays a critical part in ensuring instructional continuity, compliance with state law (A.R.S. § 15-901.08), and language support services across campus.

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## **Primary Responsibilities:**

### **Instructional Time Model Responsibilities:**

- Design and publish asynchronous learning modules aligned to district pacing guides and content standards for use during I Days.
- Create engaging, student-centered content that integrates multimedia, checks for understanding, and culturally responsive practices.
- Coordinate with the DCIA and grade-level/content teams to ensure lessons align with in-person instruction.
- Upload content and monitor student engagement through the district's learning platform.
- Maintain instructional documentation for audit purposes and instructional time compliance.

### **Permanent Building Substitute Responsibilities:**

- Serve as the designated daily substitute teacher across all grades and content areas, filling in for staff absences as needed.
- Maintain instructional continuity by following teacher lesson plans and supporting classroom management.
- Build strong relationships with students and staff to support a positive school culture and ensure smooth transitions during staff absences.

### **English Learner (EL) Support Responsibilities:**

- Provide instructional support for EL students during substitute assignments and designated intervention times.

- Assist the Program Manager of EL in delivering push-in or small group instruction, language acquisition activities, and progress monitoring.
  - Help gather documentation and student work samples to support compliance with EL programming requirements (e.g., AZELLA progress, ELP standards).
  - Collaborate with general education teachers to ensure EL students' access to core content and accommodations.
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## Required Qualifications:

- Valid Arizona Substitute Teaching Certificate (or equivalent if in charter setting).
  - Demonstrated experience working with English Learners or in multilingual classrooms.
  - Proficiency in instructional technology platforms used for asynchronous learning (e.g., Google Classroom, Canvas, Nearpod).
  - Strong interpersonal, organizational, and communication skills.
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## Preferred Qualifications:

- Experience in curriculum development, digital learning environments, or EL instructional support.
- Familiarity with ADE ITM requirements, AZELLA data, and federal EL program compliance.

***Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.***

**Prepared By: Western School of Science and Technology  
4/2025**

**Prepared Date:**

**I have read and understand this job description**

**Signature: \_\_\_\_\_**

Date: \_\_\_\_\_