



INGLEWOOD UNIFIED SCHOOL DISTRICT

401 S. INGLEWOOD AVE., INGLEWOOD CALIFORNIA • 90301 PHONE: (310) 419-2761 (310) 680-5133 FAX

NOTICE OF VACANCY: SUBSTITUTE TEACHER

SALARY: \$145 Daily - \$165 Long Term Daily

11 Months Per Year

DEFINITION

Under the direction of a site principal, principal's designee or other appropriate administrator, plan, implement, monitor, and assess a classroom instructional program.

EXAMPLES OF DUTIES

The outcome of the Substitute Teacher's job performance will be as follows:

1. Based on provided lesson plans.
2. Plan, implement, monitor, and assess a classroom instructional program which is consistent with State Trustee and Board goals and philosophies, local site goals and specific objectives based on assessment of student needs.
3. Teach reading, language arts, social studies, mathematics, science, art, health, physical education, and music to pupils utilizing course of study adopted by the State Trustee, and other appropriate learning activities.
4. Instruct pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
5. Establish and maintain standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom; support and assist in maintaining district discipline policy and the site discipline plan.

QUALIFICATIONS

Knowledge of:

Classroom procedures which promote appropriate student conduct and motivation for student learning;

Child guidance principles and practices;

Principles of training and providing work direction;

Interpersonal skills using tact, patience and courtest;

Research methods and report writing techniques.

Ability to:

Establish effective rapport with pupils;

Monitor children in classrooms;

Display the use of good judgment in making decisions;

Maintain professional relationships with pupils, parents, colleagues and supervising staff members;

Communicate effectively both orally and in writing;

Mission Statement

The mission of the Inglewood Unified School District is to ensure that all of our students are taught rigorous standards based on curriculum supported by highly qualified staff in an exemplary educational system characterized by high student achievement, social development, safe schools and effective partnerships with all segments of the community

QUALIFICATIONS (cont'd)

Ability to (cont'd):

Maintain acceptable standards of physical health, energy and emotional adjustment to the job environment;

Maintain consistent, punctual and regular attendance when assigned a long term assignment.

Certification Requirement:

Valid California Credential or 30 Day Substitute Permit authorizing substitute teaching in grades 12 and below.

Education:

Possess a Baccalaureate or higher degree.

Testing:

Qualification for employment includes completion of online training in the following areas:

- New Employee Training
- Preventing Workplace Violence
- Bloodborne Pathogens
- Sexual Harassment
- Child Abuse/Mandated Reporter

Upon offer of employment, candidates will receive information and directions regarding this training.

PERSONAL QUALIFICATIONS

Character, personality and proper social capability to relate effectively with staff, students and community. Evidence of continuing professional growth is desirable.

APPLICATION PROCEDURES

Apply at www.edjoin.org, include the following documents:

1. Valid California Credential or 30 Day Substitute Permit authorizing substitute teaching in grades 12 and below.
2. Brief Resume outlining experience
3. Letter of Introduction
4. Two (2) current letters of reference, letters should be dated within two (2) years
5. Transcripts showing BA (official, seal-intact transcripts will be required upon hiring)
6. CBEST test scores