

# Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Substitute Teacher

**OPEN:** April 18, 2018

**EXEMPT:** No

**SALARY:** \$18.75/hour or \$150/Day

**SHIFT:** Day

**LOCATION:** Lummi Nation School

**DURATION:** On Call Temp

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** Lummi Nation School

**SUPERVISOR:** Principal

**VACANCIES:** On-Call List

**JOB SUMMARY:** The Lummi Nation School District is seeking certificated substitute teacher applicants who are passionate about teaching and promote a class environment favorable to learning and personal growth. Successful candidates will establish effective rapport with pupils; motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for education, in accordance with each pupil's ability and establish good relationships with parents and with other staff members.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Teaches reading, language arts, social studies, mathematic, science, art, health, physical education, and/or music to pupils in a classroom, utilizing course of study adopted by the Lummi Tribal School Board, and other appropriate learning activities.
2. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
3. Maintain a safe and positive learning environment
4. Develops and or interprets lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil, best utilizing the available time for instruction.
5. Evaluates pupil's academic and social growth, keeps appropriate records, and prepares progress reports when required.
6. Communicates effectively with parents and the school community
7. Recognize individual students' needs and provide appropriate strategies and interventions
8. Maintains professional competence through in-service education activities provided by the district and self selected professional growth activities.
9. Participates cooperatively with the appropriate administrator to develop the method by which the teacher will be evaluated in conformance with district guidelines
10. Administers group standardized tests in accordance with district testing program as required.
11. Participates in curriculum development programs as directed.
12. Participates in faculty committees and the sponsorship of pupil activities.
13. Comply with school and administrative policies approved by the Lummi Nation School Board

**MINIMUM QUALIFICATIONS:**

- Educational Level: K-12
- Valid Washington State Teacher's Certificate or Substitute Teacher Certificate
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
- Proficient Skills: Communication, instructional strategies that connect the curriculum to the learners, student management.
- Cultural sensitivity in teaching and in relationships with students, parents, and community.
- Satisfactory recommendations from training supervisors or other professionals who have observed the candidate's personal characteristics, scholastic achievement and job-related performance.
- Ability to inform, involve, and collaborate with parents and families to build strong school partnerships in the educational process.
- Establish and maintain open effective communication and good rapport with students, parents and school personnel.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Complete or attend training in substance abuse prevention and intervention with at-risk students.
- Complete or attend training in First Aid, CPR and Mandatory reporting.
- Must provide verification of employment from other districts/schools.
- Proof of U.S. Citizenship.

**TERMS OF EMPLOYMENT:**

- All elements of this job description apply.
- Academic School Year –Temporary/On Call
- Salary Depending on Experience

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.