Southwest Technical Education District of Yuma (STEDY) #96
Job Description
Substitute Instructor - Certified Application

Job Title: Substitute Instructor

Supervisor: Executive Director of Program Management

Employment Terms: 11 Months; 10:30 AM – 7:15 PM

Salary: $25.00; hourly

Location: STEDY Central Campus, 899 E Plaza Circle, Suite 1, Yuma, AZ 85365

Skill Sets:

- Leadership
- Professional Management
- Computer Technology
- Teamwork
- Customer Service
- Communication
- Critical Thinking
- Personal Management

Essential Duties and Responsibilities:

- Instructs assigned classes in the location and at the time designated.
- Follows the lesson plans provided by the absent teacher.
- Creates a positive and nurturing class environment that is developmentally appropriate and conducive to learning.
- Sets and maintains standards of classroom and classroom behavior, and upholds district wide discipline policies.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assists the administration in the development and implementation of rules and/or policies governing student conduct.
- Performs other duties as assigned or required.

Requirements:

- Valid AZ Teaching Certificate or Substitute Certificate
- Valid AZ Fingerprint Clearance Card
- Valid AZ Driver's License
- Must pass fingerprint clearance and background check
- May be required to work outside normal working hours
- May be required to travel to work to perform work functions

Closing Date: Open until filled

Start Date: *As determined by the administration

Application Procedure:
Visit employment tab at: https://www.STEDYcte.org. Submit certified application to employment@stedy01.org
Include:

- Letter of interest
- Current resume
- Certified Application on https://www.STEDYcte.org
- Three professional references (Names, addresses and phone numbers)

Southwest Technical Education District of Yuma (STEDY) #96 is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Southwest Technical Education District of Yuma does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.