

## **CVA Substitute Teacher Pool**

**DUTIES:** The Substitute Teacher will be responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical and psychological growth. The substitute teacher is also responsible for organizing and implementing an instructional program that results in students achieving academic success in accordance with Valley School District and the federal and state laws. Duties will include implementing instructional activities for students, maintaining effective and efficient record keeping procedures as prescribed by Columbia Virtual Academy including weekly contact and monthly reviews, providing a positive environment for students to be actively engaged in the learning process, and continuing ongoing communication with student, parents and colleagues within established timelines.

**MINIMUM QUALIFICATIONS:** Minimum requirements include a four year college degree, a valid Washington State teaching certificate K-8, and certified status as a Highly Qualified Teacher in a specific core subject area. All core subject areas will be considered. Interpersonal communication skills are required, and applicants should have the ability to clearly communicate verbally and in writing. Ability to learn and apply all required and recommended CVA computer applications to create efficiency and consistency in internal workflows and instructional practices. Operational knowledge of the Internet and Web-related technologies.

**SALARY AND BENEFITS:** The position will be an as needed position with the district. Pay is based on current substitute teacher rates.

**WORK SETTING:** This position is located in the Valley School District and is required to report to work each day at the CVA-Valley Campus. This position reports to the CVA Principal.

**REQUIRED APPLICATION MATERIALS:** Interested applicants should apply by submitting an application, disclosure statement, unofficial transcripts, valid teaching certificate and letter of interest detailing their relevant experience and qualifications, addressed to:

Human Resources  
Valley School District #070  
3030 Huffman Rd  
Valley, WA 99181