

Job Description

Position Title:	Substitute Teacher
Department:	Tribal School
Compensation Range:	Depends on length of employment
Supervisor:	Tribal School Superintendent

Position Summary:

A temporary member of the Coeur d'Alene Tribal School staff, instructs students on a temporary basis. Assists in implementing basic concepts within the given scope and sequence of the Tribal School's education program.

Job Duties and Responsibilities:

- Reports to the school administration upon arrival, ideally 30 minutes before school starts in the morning.
- Reviews the plans, schedules, and duties to be followed for the day.
- Assumes responsibility for overseeing student behavior in and out of class.
- Follows lesson plans prepared by the classroom teacher, leaves a report of the day's activity for the regular classroom teacher.
- Reports to the building administrator upon dismissal of the children, to see if services will be needed the next teaching day.
- Other duties may be expected as required by the discretion of the building administration.

Qualifications:

- High School Diploma required. Prefer minimum of 2 yrs. college education, or more.
- Recommended for substitute teaching by the building principal;
- Able to work and relate well with students and adults
- Be in good physical health to carry out expected duties as assigned
- Must pass an in-depth background investigation prior to employment; No misdemeanor or felony offenses related to abuse, neglect, or endangerment of a child or an elder.
- Must support the Coeur d'Alene Tribe's: vision, mission, and core values per CdA Resolution 015(2020)
- Must have received full COVID19 vaccination at time of application – attach vaccination card.
- COVID19 booster is required according to the timeline established by the CDC – attach vaccination card.
- Comply with all other Health policies established by the Tribe or department, including the annual flu shot.
- Must have an initial pre-employment physical exam an annual TB screening/test; annually thereafter.

Terms of Employment

- Rate of pay will be determined by the Tribal School Board, and determined by length of assignment.

An applicant may be asked to participate in an interview to establish whether he/she meets minimum qualifications. Interviews do not create a right to employment and provide no promise or other guarantee of any employment position with the Tribe.

The Coeur d'Alene Tribe reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the Coeur d'Alene Tribe are subject to a 6-month orientation period.

To apply, submit an application, resume, COVID vaccination proof/card, and signed position description to: Human Resources Department, P.O. Box 408, Plummer Idaho 83851. For more information, visit our website at <http://www.cdatribe.com/Departments/HumanResources.aspx>

Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Return signed description with the application packet.

Application packets are not maintained after the position is filled. A new application is required for each position applied to.

Applicant Signature

Date