



*Every Student Matters, Every Moment Counts*

**Morton School District #214**

***Home of the Timberwolves!***

PO Box 1219 ~ Morton, WA, 98356

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[www.morton.k12.wa.us](http://www.morton.k12.wa.us)

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**Morton Jr/Sr High School**

152 Westlake Ave. ~ Morton, WA, 98356

p: 360-496-5137 ~ f: 360-496-6035

**Morton Elementary School**

400 Main Ave. ~ Morton, WA, 98356

p: 360-496-5143 ~ f: 360-496-0327

Job Title: **Permanent Substitute**

Reports To: **Building Principal(s)**

**Job Summary**

Under the direction and supervision of the site principal, the Teacher on Special Assignment: Permanent Substitute (TOSA) will effectively manage a classroom of students, keeping them on task and engaged, assume the duties and responsibilities of the absent staff member, follow lesson plans, ensure safety, leave feedback for the absent staff member, assist in non-classroom duties, and maintain a positive environment and culture for staff and students. This position will primarily serve in place of absent staff of the Morton School District when there are unfilled positions. In addition, this position will also fill unfilled positions in neighboring school districts in the same manner.

**Essential Duties and Responsibilities**

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District(s) policy(ies) and procedures.
2. Follows all current state and federal laws and administrative rules about public school teachers.
3. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the District(s).
4. Creates and implements a program of study that meets students' individual needs, interests, and abilities when provided lesson plans are lacking and/or missing.
5. Assists students with tracking assignments and managing behaviors.
6. Designs and implements appropriate instruction of subject assigned by District curriculum and state standards when filling in for absent staff in multi-day openings or when necessary.
7. Tests and evaluates students' abilities and progress.
8. Prepares report cards and progress reports when filling in for absent staff in multi-day vacancies.
9. Supervise students off campus when necessary as part of pre-approved trips and/or activities.
10. Facilitates conferences with students, parents, and other staff members.
11. Utilizes a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
12. Assesses students' accomplishments regularly and maintains such records as required by law and by District policy.
13. Takes all responsible precautions to provide for the student's health and safety and protect equipment, materials, and facilities.
14. Works to establish and maintain open lines of communication with students and their parents concerning their students' broad academic and behavioral progress.

*The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: John Hannah, P.O. Box 1219, Morton, WA 98356; (360) 496-5300 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5300 (Harassment, Intimidation and Bullying Compliance Officer)*

15. Works to establish and maintain open lines of communication with the administration, other staff members, and District patrons.
16. Assists in determining and evaluating educational goals consistent with District philosophy and strives to implement those goals by instruction and action.
17. Cooperates with other staff members to plan instructional goals, objectives, curriculum, and methods.
18. Assists the administration in implementing policies and rules governing student activities and conduct.
19. Maintains appropriate certifications and training hours as required.
20. Complies with applicable District, state, local, and federal laws, rules, and regulations.
21. Attends work regularly and is punctual.
22. Actively participates in and attends various school, district, regional, and state committees and training.
23. Conducts appropriate assessments of students' work and maintains accurate and regular data on students in attendance, grades, and IEP progress, if applicable.
24. Confers with parents, teachers, students, and the community when necessary.
25. Grades papers, assignments, and assessments promptly and accurately.
26. Implements IEPs, verifies compliance with state and federal special education laws, and checks on students' progress.
27. Obtains special training as directed to meet the unique needs of the assigned student(s).
28. Professionally represents the school and the District in interactions with parents, community, staff, and students.
29. Promptly reports any serious accident or illness affecting students in the teacher's charge or any incident affecting schools, teachers, or students therein.
30. Supervises students in hallways before, after, and between classes, in the library, and at special events.
31. Takes all responsible precautions to ensure the student's health and safety and protects equipment, materials, and facilities.
32. Works directly with students with a variety of special needs.
33. Works to establish and maintain open lines of communication with students and their parents concerning their students' academic and behavioral progress through conferences, written messages, telephone calls, and/or email.
34. Works to resolve students' educational challenges.
35. Works with students in evolving education and occupation plans.
36. Works with students on an individual basis in the solution of problems.

### **Marginal Duties and Responsibilities**

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attend in-service training.
2. Attend staff meetings.
3. Reports issues to authorities, animal control, suspicious activity, etc.
4. Substitutes for other teachers, as necessary.

### **Supervisor Responsibilities**

All school employees are responsible for supervising students and maintaining a safe environment. This position may also supervise and direct the work of educational assistants and/or teacher aide(s).

### **Qualifications**

To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodations may enable individuals with disabilities to perform essential functions.

- **Education and/or Experience:** Bachelor's degree (B.A.) or equivalent from a four-year college or university or at least one-year related experience and/or training or equivalent combination of education and experience. A Master's degree (M.A.) or equivalent is preferred. Must be able to be certified by OSPI for this field. Prior successful experience teaching students preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Demonstrated ability to successfully work with and teach adolescent students, with and without various needs.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to present information and respond effectively to students and other school staff questions in one-on-one and small group situations. Ability to respond verbally to common inquiries from students. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals, and governmental regulations. Ability to write routine reports and correspondence. Ability to make effective and persuasive speeches and presentations on topics to students.
- **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to respond to situations proactively. Ability to interpret various technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Computer Skills:** General knowledge of computer usage and ability to use: email, internet, and word processing software, spreadsheets, Google Docs, Microsoft Office, WSIPC, Skyward, and EDS. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical, and cognitive development of all district students. Possess knowledge of effective behavior management methods. Ability to meet timelines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District, including meeting current state and federal licensure and/or endorsement requirements. Must have a valid teacher's license and subject and grade level endorsement(s) through OSPI, State Board of Education, Professional Educators Standards Board, CPR/First Aid card, and Washington Driver License.

### Physical Demands

The physical demands described here must be met by an employee to perform this job's essential functions successfully. Reasonable accommodations may enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or free and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 50 pounds and occasionally up to 100 pounds. The employee may occasionally climb stairs, ropes, or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and peripheral vision.

### Work Environment

The work environment characteristics described here represent those an employee encounter while performing this job's essential functions. Reasonable accommodations may enable individuals with disabilities to perform essential functions.

The work environment is a standard classroom, gymnasium, and/or outdoor setting. The noise level in the work environment is usually low to moderate but occasionally high depending upon the student population and activities. The employee is occasionally exposed to wet or humid and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

**Other**

n/a

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) whenever it deems advisable.