

WILSON CREEK SCHOOL DISTRICT

PO BOX 46
WILSON CREEK, WA 98860

TELEPHONE (509) 345-2541
FAX (509) 345-228

1st/2nd Grade Long-term Substitute

OPEN IN-HOUSE: Tuesday, June 11, 2024. OPENS TO THE PUBLIC: Thursday, June 13, 2024

CLOSE: OPEN UNTIL FILLED

Position Details: The Wilson Creek School District is seeking a 1st/2nd Grade Combination Long-term Substitute Teacher to begin in October and continue until April with the potential to be longer. We are looking for a positive and enthusiastic certificated teacher who is not only endorsed to teach primary grades, but who also has experience in teaching young children with rigor and high expectations in a fun and meaningful manner, while creating a positive learning environment that is well managed. **Applicants must hold or be eligible for an active Washington State Teaching Certificate.**

Wilson Creek is a small school district located approximately 30 miles north of Moses Lake, and 20 miles east of Ephrata. We are a small school district with an enrollment of 170 students, preschool through 12th grade. Set within a rural farming community, students within a 25-mile radius attend our school. With 60% choice students, our school feels very much like a private school. We routinely receive annual awards such as School of Distinction and Achievement for Academic Excellence and are proud of our decades long 100% graduation rate. Wilson Creek provides teachers the opportunity to (1) work with small class sizes (20 or less), (2) provide individualized/targeted instruction to students, and (3) work collaboratively with a caring and welcoming student-focused, professional staff.

Reports To: Principal/Superintendent

Essential Job Functions:

- Maintain a positive learning environment and respond to the individual needs of the students.
- Implement effective lessons in the absence of the regular instructor.
- Ensure that district policy is observed during all activities.
- Create a safe classroom environment that is conducive to learning.
- Be familiar with fire exits, fire drill procedures, and severe storm procedures. Review notes for the day, take attendance, and follow the lesson plans of the teacher. You will be eventually required to create your own.
- Maintain confidentiality as defined by the Family Educational Rights and Privacy Act (FERPA).
- Demonstrate the ability to adapt to circumstances. Exhibit good judgment and use appropriate language or behavior while on assignment.
- Report for duty early and remain on duty for the entire assignment, including the teacher's planning time.
- Strong classroom management skills.
- Supervision multiple paraprofessionals.
- Positive collaboration with other staff members and stakeholders.

Other Job Functions:

- Abide by state statutes, school board policies, and regulations as outlined and provided in Substitute Handbook and other District provided guidance.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Understanding of and an interest in being part of a rural educational community.
- Other duties as assigned.

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Salary: Wilson Creek School District follows the WCEA salary schedule. (<https://www.wilsoncreek.org/wp-content/uploads/2023/09/WCEA-23-24-FINAL-003.pdf>.) The 2023-2024 salary schedule starts at \$48,415.00 to \$91,254.00, dependent on experience and education. There is also the possibility that the Wilson Creek School District may be transitioning to the (4) day school week model starting as soon as the 2024-2025 school year.

Benefits: Please visit our website at www.wilsoncreek.org to find benefit details. Benefit details are located via the following path on the Wilson Creek School District website. (District >HR>Benefits.) Link: https://www.wilsoncreek.org/?page_id=13146

Application: Please submit the following:

- Letter of interest
 - Completed application packet (available on our website at www.wilsoncreek.org)
 - At least two (2) Letters of Recommendation from someone qualified to assess your past work history.
- Inquiries may be directed to 509-345-2541 or email jobs@wilsoncreek.org

Please submit all application materials to:

**Wilson Creek School District
PO Box 46
400 Navar Street
Wilson Creek, WA 98860**

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees to this job.

Wilson Creek School District – An Equal Opportunity Employer

The Wilson Creek 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 Civil Rights Compliance Coordinator is available to handle questions and complaints of alleged discrimination. If you have questions and/or concerns please call Anna Thomas (Civil Rights Compliance Coordinator) athomas@wilsoncreek.org or Laura Christian (504/ADA Coordinator) lchristian@wilsoncreek.org or (Title IX) athletics@wilsoncreek.org at Wilson Creek School District PO Box 46, Wilson Creek, WA 98860, phone 509-345-2541.

El Distrito Escolar de Wilson Creek no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Anna Thomas, La directora, athomas@wilsoncreek.org o Laura Christian lchristian@wilsoncreek.org o athletics@wilsoncreek.org Wilson Creek School Distracto PO Box 46, Wilson Creek, WA 98860, telefono 509-345-2541