

## Employment Opportunity

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Human Services

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*NorthEast Washington Educational Service District 101 is a political subdivision of the State of Washington whose mission is to promote educational excellence by delivering essential, cooperative services to schools and other learning communities.*



www.esd101.net

## Notice of Vacancy

**Position:** Substitute Teacher—Juvenile Detention Services  
**Salary:** \$130 per day to work on an as-needed basis  
**Location:** Spokane County Juvenile Detention Center School  
Structured Alternative to Confinement School  
Martin Hall Detention Center School

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### Application Procedure

To be considered for this position, please submit the following:

- Completed NEWESD 101 **certificated** application form (including all applicable sexual misconduct disclosure release forms)
- Letter of application
- Personal resume
- Copy of transcripts
- Three professional letters of reference or current college placement file
- Copy of teaching certificate

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### Selection Process

All complete application packets received will be screened to determine eligibility for interviewing. **INCOMPLETE APPLICATION PACKETS WILL NOT BE SCREENED.** Applicants selected for an interview will be notified by NEWESD 101. All applicants will be notified at the completion of the hiring process as to NEWESD 101's decision.

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### Information

Human Services, Margy Wilbourn  
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Spokane, WA 99223-7738  
509.789.3800  
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### The following policies have been adopted and are reflected in our employment practices:

NEWESD is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, creed, religion, color, age, national origin, sexual orientation, gender expression or identity, veteran or military status, disability, or the use of a trained guide dog or service animal in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups.

NEWESD 101 complies with the Americans with Disabilities Act. Persons who may need some accommodation in the hiring process should contact the human services office.

Employees must abide by all of the agency's policies, including those regarding tobacco use in the workplace and maintaining a drug-free workplace.

NEWESD 101 requires a successful applicant to provide employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

## Purpose Statement

The job of substitute teacher, Center for Juvenile Detention Services, is done for the purposes of providing one-on-one and group instruction, maintaining records of student progress, and managing classroom behavior in one or more of the following areas: language arts, math, history, science, and life/job skills. This position will work as a substitute on an as-needed basis.

This job reports to the principal, Center for Juvenile Detention Services.

## Functions

- Instructs students individually or in groups for the purpose of optimizing development of each student and helping to enhance their academic skills.
- Maintains security measures within the classroom for the purpose of complying with detention center policies and enforcing safety rules.
- Manages classroom behavior of students for the purpose of utilizing behavior modifications and established discipline rules.
- Models respect, responsibility, and accountability for the purpose of demonstrating positive behavior for students.
- Monitors students for the purpose of evaluating their behavior daily and enforcing security and safety rules.
- Works as a member of a team for the purpose of providing consistency throughout the school with respect to the management of students behavior.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

## Job Requirements: Minimum Qualifications

### Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. ***Specific skills required to satisfactorily perform the functions of the job include:*** adhering to safety practices, operating standard office equipment including using pertinent software applications, planning and managing projects, and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry, read technical information, compose a variety of documents, and/or facilitate group discussions, and analyze situations to define issues and draw conclusions. ***Specific knowledge required to satisfactorily perform the functions of the job includes:*** concepts of grammar and punctuation, stages of child development, conflict resolution methods, and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events, gather, collate, and/or classify data, and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances, analyze data utilizing defined but different processes, and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups and work with data of varied types and/or purposes. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives. ***Specific abilities required to satisfactorily perform the functions of the job include:*** adhering to the ethical standards and codes of the profession and to the established rules, regulations, and laws governing the teaching profession, communicating with diverse groups, maintaining confidentiality, meeting deadlines and schedules, working with incarcerated youth in a secure environment, and working as part of a team.

### Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives, directing other persons within a small work unit, and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the agency's services.

## **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 35% sitting, 15% walking, and 50% standing. The job is performed under a generally hazard-free environment.

<b>Experience</b>	Job related experience is desired
<b>Education</b>	Bachelor' degree in job related area
<b>Certificates &amp; Licenses</b>	Washington State Teaching Credential
<b>Clearances</b>	WSP/FBI criminal history background clearance (at employee's expense)
<b>Continuing Education/ Training</b>	Must complete mandatory training provided by NEWESD 101