

OLYMPIA SCHOOL DISTRICT NO. 111
Job Category: Certificated
Posting Dates: March 05, 2021 – Open Until Filled

The Olympia School District Human Resources Office is now accepting applications from current employees for the following positions. Interested employees may apply at <https://edjobsnw.org>.

Position	Hours/FTE	Location
Teacher – Substitute	Variable/On Call	Varies
<i>This Certificated, on-call position will provide in-person instruction for students.</i>		
<i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i>		
Salary: \$85 per half day/\$170 per full day		

Job Purpose Statement/s: This position, for temporary periods, plans, organizes and provides learning experiences for students, including providing each student with the knowledge, skills, values and attitudes to lead self-sufficient, well-adjusted, healthy, productive, socially responsible lives to the best of their individual potential.

Responsibilities

- Develops lesson plans and manages the learning experiences, curricular and extra-curricular to ensure the needs of the group and individual students are met.
- Evaluates student performance and provides guidance which will promote the student’s welfare, educational development, and citizenship.
- Provides the maximum learning opportunities for each student.
- Conducts parent conferences and a variety of other meetings with district staff, parents and students.
- Effectively utilizes resources and services of the community and the district to enhance students’ learning and teacher’s effectiveness.
- Maintains the necessary current records and reports and utilizes data to modify and improve program effectiveness.
- Ensures that the students and district get maximum returns on all equipment, materials, supplies and utilities used under his/her direction.
- Provides for and promotes the care and protection of students and school property.

Other Job Duties:

- Attends staff meetings as called by the administrators.
- Maintains files on latest curriculum guides.
- Performs related duties as assigned.

Job Requirements - Qualifications:

- **Education and Experience Required:** Bachelor’s degree with OSPI certification; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work.
- **Skills, Knowledge and/or Abilities Required:**

Knowledge and skill in instructional principles, methods and techniques.

Skill in obtaining, clarifying and exchanging information.

Skill in classroom management.

Skill in handling student discipline.

Ability to organize and coordinate activities.

Ability to serve as role model and treat students as individuals in a professional manner.

Ability to maintain confidentiality.

- **Licenses, Certifications, Bonding, and/or Testing Required:** Valid Washington State teaching certificate.

Application Procedure for out of district candidates

Out-of-district applicants please apply through EdJobsNW at <https://edjobsnw.org>

If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!

Olympia School District 111 Bethel St. NE, Olympia, WA 98506

(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity:

Olympia 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. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – Michael Hart, (360) 596-8545, mhart@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, klturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.