

Substitute Job Descriptions

Students, parents and community members should be assured that our substitutes have skills and support equal to our permanent staff. With this in mind, we invite you to participate in the workshop and in-service programs conducted by the District. Please contact Instructional Services at (360) 874-7052 for class information and availability. Our first priority is to provide education of superior quality to our students.

Certificated Substitute (Guest Teacher)

Maintain orderly classroom/learning environment and deliver instruction based upon the best available research and practices in teaching and learning. The guest teacher must be able to follow existing teacher's plans.

Playground/Lunchroom Attendant

Substitute monitors playground, lunchroom, equipment and facilities for the purpose of providing for the safety and welfare of students and resolving conflicts. Also, reports observations and incidents relating to students' behavior for the purpose of communicating information to teachers, parents, and administration.

Secretary or Office Assistant

Depending on the assignment, duties include a variety of routine clerical tasks, assisting in telephone and receptionist duties, basic computer knowledge using Microsoft Office applications, database management software and/or district email system. Most substitute office professionals will be expected to interact with staff, students, parents, and the general public.

Custodian

Substitute is responsible for the care, cleanliness, and custody of the facilities and equipment. The position requires that the custodian keep the facilities in a condition that safeguards the health and safety of the students and staff, as well as maintain the mechanical system and external conditions necessary for effective learning.

Bus Driver

Operate school buses in all types of weather conditions including but not limited to fog, rain, hail, sleet, and snow. Transport students and other authorized persons to and from school, on field and extra curricular trips as authorized by school district management.

Food Service Substitute

Substitute serves food and handles payments from students and staff. Substitute food service helper assists personnel in maintaining a sanitary and safe environment, including work materials and food items, for the purpose of ensuring a safe and sanitary area, complying with required health and legal standards of operation.