

Openings as of 12/18/2017  
Substitute

**Substitute Teacher**

JobID: 103

**Position Type:**  
Substitute/Substitute Teacher

16

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**Date Posted:**  
9/12/2017

**Location:**  
Various

**Additional Information:** [Show/Hide](#)

**Rate of Pay**

\$75.00/day for non-licensed  
\$85.00/day with active Montana Educator License

**GENERAL DEFINITION AND CONDITIONS OF WORK**

Manages student learning in accordance with the goals and directives of the school and of the school district.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

Maintains and respects confidentiality of student and school personnel information;  
Maintains a discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with school and district policies;  
Ensures the adequate supervision to assure health, welfare, and safety of all students;  
Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;  
Reports to office upon arrival at school;  
Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible;  
Implements the prepared lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate;  
Organizes students for effective instruction;  
Dismisses all students from the classroom before leaving the building;  
Completes a Substitute Teacher Report Form for the regular classroom teacher;  
Complies with and supports school and division regulations and policies;  
Models non-discriminatory practices in all activities;  
Performs other related duties as assigned by building administrator(s) in accordance with school/district policies and practices.

**KNOWLEDGE, SKILLS AND ABILITIES**

Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students. Must possess the ability to maintain effective classroom management strategies.

**EDUCATION AND EXPERIENCE**

Minimum education level required is 60 semester credits from an accredited college or university. Candidate must hold a valid Montana Teaching license to qualify for substitute teaching in excess of 29 days in any one assignment.

**SPECIAL REQUIREMENTS**

Candidate must be at least 18 years of age.  
Candidate must attend an orientation session if they do not have a Montana Teaching License, completed or in the process of student teaching, or completed their Junior Field.  
Candidate must agree to authorize Billings Public Schools to conduct a Criminal History Search/fingerprinting.  
Candidate must possess good moral character.

**PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds may be required. Other physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular Instruction to special needs children may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days. Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute.

## External Applicants



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## Internal Applicants



Internal applicants only.

**STOP:** If you are in a temporary position such as Substitute Support, Substitute Teacher, Temporary Support, Nite Owls Teachers, Community Education

Teachers, or Athletics or Activities Stipend Employee Only, you must fill out the **external** on-line application.

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We're here to help! For questions regarding position qualifications or application procedures, please contact Billings Public Schools directly.

For technical questions regarding the Applicant Tracking system, please contact the Applicant Tracking help desk using the Request Technical Help link below.

[Request Technical Help](#) ►