

JOB TITLE: EMERGENCY GUEST TEACHER

SUMMARY: The position of Emergency Guest Teacher is to provide continuity of the learning environment in the absence of a regular classroom teacher. The Emergency Guest Teacher will present the lesson prepared by the teacher or provide alternative instruction if lesson plans are not available. Emergency Guest Teachers are expected to maintain a level of classroom control that allows student to learn.

CONTEXT AND MISSION: Highline Public Schools serves approximately 18,000 students in the communities of Burien, Des Moines, Normandy Park, SeaTac, and White Center in Washington State. In 2013, parents, students, community members, and staff at all levels of the district came together to develop a strategic plan that reflects our goals and dreams for our students. The plan was updated in 2018 to guide our work through 2023. The plan's promise is that *every student in Highline Public Schools is known by name, strength, and need, and graduates prepared for the future they choose.*

The strategic plan is centered on Our Promise. It includes five big goals for Highline students, supported by Our Foundation.

- **Equity.** *We will disrupt institutional biases and end inequitable practices so all students have an equal chance at success.*
- **Instruction.** *We will reduce achievement and opportunity gaps by using culturally responsive, inclusive, standards-based instruction.*
- **Relationships.** *We will know our students by name, strength and need and have open, two-way communication with students, families and community partners.*
- **Support.** *We will increase student success by supporting their social-emotional and academic needs.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform such classroom teaching and other duties related to the school program as may be assigned from the regular teacher or by the Principal or designee.
- Teach and follow the recommended District Student Exit Outcomes at each level and subject area.
- Integrate a variety of instructional strategies and curriculum content.
- Prepare effective plans to meet objectives; motivate student by making lessons interesting and challenging.
- Give explanations, reasonable and appropriate assignments, and directions clearly.
- Organize the classroom setting to contribute to the learning process.
- Work collaboratively and cooperatively with building subject area teachers to develop and align curriculum, instruction, and interdisciplinary projects.
- Enlist the assistance of counselors, administration, and other support personnel where appropriate.
- Establish clear parameters for student behavior in the classroom.
- Discipline student in a firm and controlled manner.
- Encourage students to develop courtesy, self-control, respect, and responsibility.
- Enforce rules throughout the school.
- Develops rapport with students as individuals in a professional manner.

MINIMUM QUALIFICATIONS**EDUCATION AND EXPERIENCE:**

Bachelor's Degree and eligible to be certified by the State of Washington as an emergency teacher

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CONDITION OF EMPLOYMENT:

Criminal background clearance

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

KNOWLEDGE OF:

Current trends and practices in education

Instructional theory and its application

Techniques to motivate student learning via inquiry, discussion, and application of knowledge

Organizing the physical and human elements in the educational setting

Instructional and non-instructional human dynamics

Standards-based instruction and familiarity with Washington State Essential Academic Learning Requirements

ABILITY TO:

Communicate effectively verbally and in writing.

Maintain effective working relationships with other people.

Operate a variety of modern office equipment including microcomputers and related software.

Provide instructional leadership

Organize and set priorities

Work independently with minimal supervision.

Exercise good judgment and maintain confidentiality.

Adapt instructional materials and strategies to accommodate the wide range of skills which exist in a classroom.

Apply current trends and practices in education

Teach in a multi-cultural and mainstream setting

Use technology to enhance instruction

Be fair and consistent with all students

Provide guidance and assistance to students

Meet responsibilities in a punctual and reliable manner

REPORTING RELATIONSHIP: Building Administrator or Designee

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The employee must deal with angry and upset students, parents, and community members. The employee must adjust to frequent interruptions in their work schedule.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

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CLASSIFICATION HISTORY

Revised Condition of Employment section 2021.12.10

Updated Context and Mission statement, 2020.09.21

Created/Updated by Human Resources, 2014.01.07

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, titleixofficer@highlineschools.org; Civil Rights Act: Executive Director of Student Support and Family Engagement, 206.631.3100, civilrightscoordinator@highlineschools.org; Section 504 of the Rehabilitation Act- Director of Health and Social Services, 206.631.3011, 504coordinator@highlineschools.org, Address: 15675 Ambaum Blvd. SW, Burien, WA 98166