



Lakeland Joint School District #272  
15506 N. Washington Street,  
Rathdrum, ID 83858

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**TITLE:**

Guest Teacher

**JOB SUMMARY:**

To enable each child to pursue his education as smoothly and completely as possible in the absence of the regular classroom teacher

**QUALIFICATIONS:**

1. Demonstrate familiarity with school philosophy, programs, and policies
2. Demonstrate ability to work with children and adults to perform assigned duties
3. Demonstrate a growth mindset
4. Effective use of de-escalation skills when working with frustrated parents, students, or staff
5. Adept at building capacity and empowering self-efficacy in others
6. Model integrity, authenticity, transparency, responsible leadership, ethical supervision and the highest standard of professionalism.

**REPORTS TO:**

Building principal and Guest Teacher Coordinator

**PERFORMANCE RESPONSIBILITIES:**

*(not limited to, but may include)*

Instruction of Subject

1. Prepares for and teaches classes using lesson plans and schedules as prepared by the regular teacher
2. Consults with the principal before initiating any teaching or other procedures not specified in the regular teacher's lesson plans or Guest Teacher's Guide
3. Be present at and meet with all assigned classes at the location and time specified

Supervision and Discipline

1. Creates and maintains a classroom environment that is conducive to effective learning  
Supervises students outside the regular classroom as assigned
2. Upholds and enforces rules and regulations set by administrative and district policy

Recording and Reporting

1. Promptly completes all assigned or required reports
2. Writes a report to the regular classroom teacher at the end of each teaching day about work completed and student achievement

**Initial & Date** \_\_\_\_\_

3. Reports to the principal at the conclusion of the teaching day and verifies whether or not his/her services will be required on the next teaching day

Care of School Equipment

1. Follows appropriate procedures in caring for school equipment.
2. Maintains a classroom that is comfortable, neat, and inviting

Public Relations

1. Portrays in dress and conduct, a positive image that complements both the guest teacher and teaching profession

Other

1. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates
2. Performs such other duties as may be assigned by the administrative personnel

**TERMS OF EMPLOYMENT:**

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of non-certificated personnel.

**NOTE:**

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

*Board Approval Date:*

*Last Revision:*

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Human Resources \_\_\_\_\_