



**KAHLOTUS SCHOOL DISTRICT**  
**100 West Martin Street**  
**Kahlotus, WA 99335**

**Classified Job Description**  
**SUBSTITUTE TEACHER**  
**2024-2025 School Year**

**POSITION TITLE:** Substitute Teacher  
**LOCATION:** Kahlotus Elementary, Middle and High School  
**DATE POSTED:** June 19, 2024  
**CALENDAR YEAR:** 2024-2025

**MINIMUM QUALIFICATIONS:**

- Washington State Teaching Certificate OR Substitute Teaching Certificate

**PRIMARY FUNCTION:**

- Provide instruction in K-12 according to the Washington State Learning Standards
- Utilize effective teaching methods and strategies to support student learning
- Effectively supervise students and maintain efficient classroom management
- Build positive relationships with students and staff
- Work collaboratively with other instructional staff
- Communicate regularly with office manager

**EXPECTATION FOR CONTINUED EMPLOYMENT:**

- Employment is contingent upon passing the Washington State Patrol and Federal Bureau of Investigation Criminal Background Check and alcohol/drug screen
- Maintain consistent presence in assigned role and regular work hours
- Comply with all district policies and operational procedures
- Comply with the Code of Professional Conduct
- Maintain punctuality and attendance
- Maintain certification at all times

**REQUIREMENTS TO APPLY:**

- The completed application for Kahlotus School District will include:
  - Certificated Application (can be found at: <https://www.kahlotusd.org/general-6>)
  - Cover Letter
  - Resume
  - Copy of Current WA State Certificate
  - Official Transcripts (if applicable)
  - \*Current employees need only present a letter of interest
- **Applications can be emailed to [andie.webb@kahlotusd.org](mailto:andie.webb@kahlotusd.org)** or mailed to P.O. Box 69, Kahlotus, WA 99335

- For additional information please contact Dr. Andie Webb, Superintendent at 509-282-3338 or by email: [andie.webb@kahlotusd.org](mailto:andie.webb@kahlotusd.org)
- Open Until Filled

**SALARY:**

- \$175 per day or \$26.92/hour if less than a full day

*Nondiscrimination, Title IX & Section 504: Kahlotus School District 056 complies with all federal rules and regulations and 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 Boys Scouts and other designated youth groups. Inquiries regarding compliance/grievance procedures may be directed to the school district's Title IX Officer, Section 504/ADA Coordinator, and Civil Rights Coordinator, Mark F Bitzer at 509-282-3338, PO Box 69 Kahlotus WA 99335*