

**NORTHWEST EDUCATIONAL SERVICE DISTRICT 189
JOB OPENING ANNOUNCEMENT**

POSITION TITLE Substitutes – Teachers and Instructional Assistants	SUPERVISOR Special Programs and Services Director - Site Administrators
DEPARTMENT Special Programs and Services	WORK STATION Skagit Discovery – Sedro Woolley Snohomish Discovery – Shoreline Whatcom Discovery – Bellingham Northwest Regional Learning Center – Shoreline
SALARY RANGE Per Northwest ESD 189 current salary schedule for substitute Instructional Assistants and substitute Teachers.	CONDITIONS OF WORK Substituting for programs on an on-call basis.

BRIEF STATEMENT DESCRIBING JOB:

Substitute teachers and instructional assistants will fill varying assignments through the school year on an on-call basis. Persons interested and qualified should carefully follow the application procedures listed on this announcement. Completed application files will be screened and selected candidates invited for an interview.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent (Instructional Assistants)
- Valid Washington State Teaching Certificate (Teachers)
- WSP/FBI criminal history background clearance

DESIRED QUALIFICATION:

- Special Education endorsement (Teachers)
- Experience working with children/youth with behavior or developmental disabilities
- Ability to work as part of a team
- Good oral communication skills
- Successful public school experience
- Experience defusing and managing crises with children/youth
- First-Aid/CPR certification or willingness to obtain

APPLICATION PROCEDURE:

A complete application file must include the following:

- A completed Northwest ESD 189 application form (certificated for Teachers; classified for IAs)
- Letter of interest reviewing qualifications and experience related to the duties and responsibilities
- Current resume
- **Teacher applicants:** Copy of valid Washington State teaching certificate, confidential placement file or signed letters of recommendation (3 preferred) and transcripts
- **Instructional Assistant applicants:** copy of transcripts and signed letters of recommendation (3 preferred)
- Fingerprinting fee of \$51.25 to be paid by employee upon hiring.

Application materials and questions about the application process are directed to:	Specific questions about the position are directed to:
<i>Kristine Juhl, Personnel Assistant Northwest ESD 189 1601 "R" Avenue Anacortes, WA 98221 360/299-4057</i>	<i>Shirley Cutshall, Director Special Programs & Services 360/299-4098</i>