

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Patrick Galligan, Superintendent

FULL-TIME SUBSTITUTE TEACHER

The School District of Colby is seeking applicants who are interested in working with exceptional students and staff within a dynamic professional learning community for the second semester of the 2024-25 school year (January – May 2025). Candidates must hold either a valid teaching or substitute license from the DPI. Must be willing to work at all levels, subjects (4k-12). Bachelor's or Associate's Degrees are acceptable for DPI licensure. We can offer substitute training and can help qualified candidates become certified.

Job Overview: We are seeking a dedicated and adaptable individual to join our educational institution as a Full-Time Substitute Teacher. As a substitute teacher, you will provide coverage for regular classroom teachers during their absences, and ensure the continuation of effective teaching and learning. This dynamic role requires flexibility, strong communication skills, and the ability to establish positive relationships with students, staff, and parents.

Responsibilities: Execute lesson plans and deliver engaging instruction in various subjects and grade levels, maintaining continuity in the absence of the regular classroom teacher. Establish a positive and structured classroom environment to promote learning and maintain order and discipline. Foster an inclusive and supportive learning environment, encouraging active student participation and addressing individual learning needs. Assist students with their assignments, answer questions, and provide academic guidance as needed. Apply appropriate behavior management techniques to ensure a safe and respectful classroom environment. Complete required administrative duties, such as attendance records, and reporting any incidents or issues to the appropriate personnel. Collaborate with other teachers and staff to ensure consistency in curriculum delivery and provide feedback on student progress. Stay updated on educational best practices, attend professional development sessions, and participate in training opportunities provided by the school.

RATE OF PAY: \$227.00/per day

Applications are available on the website at <https://www.colby.k12.wi.us/district/applications.cfm> or at the Colby District Office, 705 North Second Street, Colby WI 54421.

Please send letter of interest, resume and application to:

Kristen Seifert
Colby District Education Center
PO Box 110
705 N. 2nd Street
Colby WI 54421
kseifert@colby.k12.wi.us

EOE

