

ES/MS/HS Or All Levels

Name

Del Norte School District C-7
770 11th Street
Del Norte, CO 81132
(719) 657-4040

**SUBSTITUTE
TEACHER**

Del Norte School District C-7 is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational program or activities. Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to: Superintendent of Schools, Del Norte School District C-7, Box 159, Del Norte, CO 81132, (719) 657-4040, or to the Office of Civil Rights, US Department of Education Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO 80204 (303) 844-2991.

Check those extracurricular activities you can direct.

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> School Newspaper | <input type="checkbox"/> Yearbook | <input type="checkbox"/> Debate |
| <input type="checkbox"/> Drama | <input type="checkbox"/> Class sponsor | <input type="checkbox"/> Cheerleader |
| <input type="checkbox"/> Football | <input type="checkbox"/> Basketball | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Track | <input type="checkbox"/> Baseball | <input type="checkbox"/> Speech |
| <input type="checkbox"/> Knowledge Bowl | <input type="checkbox"/> Pep Band | <input type="checkbox"/> Other _____ |

EDUCATIONAL INFORMATION

Colleges Attended	Dates	Hours	Degree

PREVIOUS WORK EXPERIENCE

Please list the most recent employer first.

District/Location	Dates	Subject/Level Supervisor

Name	Social Security #
Street Address	Home Phone
City, State, Zip Code	Mobile Phone
Email Address	

Level of Substitute Teaching Desired:

Elementary Middle School High School All Levels

PRIMARY CERTIFICATION:	Area:	State Certified: <input type="checkbox"/> No <input type="checkbox"/> Yes
24 SEMESTER HOURS IN WHICH SUBJECT AREAS:		
AREAS OF ENDORSEMENT:		
OTHER CERTIFICATION HELD:		

Have you been convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction)? No Yes

Have you ever had an educational license subjected to any disciplinary proceedings including but not limited to denial, reprimand/admonition, suspension, or revocation, or have you ever voluntarily surrendered such a document in Colorado or any other state or place, or are you currently under investigation? No Yes

Have you ever been dismissed or discharged, or have you resigned in order to avoid discipline or discharge by any employer? No Yes

List any conditions that would impede your ability to perform the necessary job related function of a professional educator or that could adversely affect the health, safety, or welfare of students in your charge.

Do you have any problems receiving early morning calls (6:00 A.M.), late night calls (9:00 P.M.), or last minute calls? No Yes

PROFESSIONAL ACTIVITIES AND INTERESTS

Please list workshops, awards, publications, organizations, travel, honors, etc.

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REFERENCES

Please list three references.

NAME	TITLE	PHONE

PERSONAL STATEMENT

Discuss your education philosophy, professional goals, development of your interests in teaching, personal interest in a position here, or make any other statements that you feel will enhance your prospects of obtaining a position in this district.

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To the best of my knowledge, the above information is accurate and correct.

Signature of Applicant	Date
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Del Norte Schools C-7
JOB DESCRIPTION

TITLE: Substitute Teacher

QUALIFICATIONS:

1. Two years college
2. Substitute Teacher License or Teaching License
3. Must be able to work with children, adults, community members, and administration

CHECKING IN:

1. Please report to office no later than 7:30 A.M. You should find the following items in your assigned room:
 - a. Attendance list
 - b. Lesson plans
 - c. Duty assignment (lunch or campus duty if teacher is assigned)
 - i. Check daily roster posted in faculty workroom for these assignments.

CLASSROOM PROCEDURE:

1. Send any tardy students to the office.
2. Take attendance in the first five minutes of class
3. Report absences to the office.
4. Please do not let students out of your class unless it is for a very good reason.
5. When releasing students from your class to go to the restroom, etc. you must give them a pass.
6. Do not release your students until the bell has rung.
7. If you have any problems, feel free to contact the office.

PREP TIME:

1. Please check restrooms for students.
2. If you wish to leave the building during your prep, please check out with the secretary in the office.

END OF DAY:

Please sign sub form in main office.