

**SUQUAMISH TRIBE  
PORT MADISON INDIAN RESERVATION  
JOB DESCRIPTION**

**Title:** On-Call Teacher

**Department:** Education Department

**Status:** Non-exempt

**Reports to:** CKA Principal

**Pay Range:** Per Hour

**Effective Date:** Open Immediately

**POSITION SUMMARY:**

Under the supervision of the CKA Principal the Education Program Teacher will substitute for the classroom teacher on an intermittent basis.

**MAJOR RESPONSIBILITIES:**

1. All duties and requirements in this job description are essential job functions.
2. Carry out daily teaching plans and routines for the CKA classroom teacher.
3. Plan lessons and activities with appropriate staff as needed.
4. Prepare and gather materials for daily activities.
5. Supervise students as directed.
6. Responsible for individual educational planning and recordkeeping for all students.
7. Reporting incidents, progress, and daily operations to the CKA Principal.
8. Reporting suspected child abuse, verbally, or, in writing to supervisor or local authorities within 24 hours.

**SECONDARY FUNCTION:**

Completes reports of activities of the position as required and assigned.

Attend staff meetings as required

Meet and keep supervisor informed of progress

Performs other duties as assigned by supervisor

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of educational issues and experience working with K-12 students and with Native American children promoting their success in academic programs

Strong communication skills including the ability to organize and conduct meetings with a variety of levels of expertise

Ability to relate well with the children and families of the Suquamish Tribe as well as with school staff and community agency officers and representatives

A desire and experience working with Native American students, students of color, disabled students

A demonstrated knowledge of mandatory reporting and confidentiality training

A demonstrated knowledge of computer skills including use of Windows or DOS as well as other office skills

**EDUCATION AND/OR EXPERIENCE:**

Must have a minimum of a BA degree or higher, WA State Teaching Credentials required.

**INTERPERSONAL CONTACTS:**

25% Adult contact 75% Student contact

**JOB CONDITIONS:**

This job primarily functions in the educational environments of the Suquamish Tribe Chief Kitsap Academy, and other educational organizations. Desk and clerical work is also a condition of employment. Filing, Record keeping, logging of contacts, and confidentiality issues are a large part of the demands of this job.

**Valid Washington State Teaching Certificate**  
**State/Tribal Background check required**  
**Valid WA State Driver's License required Native American preference applies**

**DISCLAIMER:**

This job description in no way implies that these are the only duties to be performed by the incumbent. At all times, the incumbent will be required to follow any instruction and to perform any other duties within this or at a lower job level upon the request of the supervisor. At times, the incumbent may also be required to perform higher level duties under close supervision.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date