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HEAD OF SCHOOLS DR. LAWRENCE ROGIEN
DIRECTOR OF EDUCATION MS. HEIDI ADAMS

Job Title: Elementary and/or Secondary Substitute Teacher
Term of work: As Needed

Substitutes are an integral component at North Star Charter School. Our school community (Administration, teachers, staff, students and parents) need good substitute teachers to maintain continuity in our learning environment. We seek skilled substitute teachers who will have a significant, positive impact on the quality of education while the permanent staff member is away.

APPLYING TO BE A SUBSTITUTE TEACHER:

The State of Idaho does not require an education credential to be eligible to substitute in Idaho. North Star hires applicants on the following criteria:

- First priority will be given to applicants who hold an education credential
- Second priority will be given to applicants who are familiar with Harbor teachings in elementary and IB teaching in secondary
- Third priority will be given to applicants who hold a Bachelor's Degree in an academic field
- Fourth priority will be given to applicants who are currently completing an education program at an accredited institution
- North Star will interview applicants who have a unique background to help in unique and specific subject matters such as art, music, etc.
- If you do not fit in any of the above priorities, you may still apply and work as a substitute for paraprofessionals at North Star who are supervised by a credentialed staff member

To apply to be a North Star Substitute Teacher, you must complete the following and submit:

- Substitute Application
- Two Professional Reference Letters
- Current Resume
- Fingerprinting and Background Checks submitted to appropriate authorities (\$10 fee payable to the Idaho State Police Department and \$40 fee payable to Idaho State Department of Education)

Once references, background checks and interviews have been completed notification will be given as to your status on the sub list which is maintained by the office secretary.

SUBSTITUTE PROCESS:

All employment paperwork must be on file prior to initial date of hire. Generally, substitutes are placed for an assignment the night before; however, this is not always possible. The early morning calls may start around 6:00 AM. Our staff is allowed to hire their own substitutes from the approved sub list. Long term sub arrangements require administration approval.