



MONTAGUE AREA PUBLIC SCHOOLS

EDUCATION IN THE RIGHT DIRECTION

4882 STANTON BLVD. • MONTAGUE, MI 49437 • TELEPHONE: 231-893-1515 • FAX: 231-894-6586

Internal/External Job Posting

Position: Daily Substitute Teacher – Grade K-5
Classification: Daily
Terms: 2025-26 School Year
Salary: \$120.00 per day
Posted: August 14, 2025
Closing Date: August 22, 2025

Job Summary: This person will report daily as a Substitute Teacher to cover absences and vacancies primarily in grades K-5. They can expect to also sub in any other grade, should the need arise.

Education:

- Completion of 60 semester hours of satisfactory credits at accredited college, or university
- Must be qualified and hold valid Michigan certification, or be able to obtain a Substitute Teacher Permit from the State of Michigan

Experience:

- Previous successful experience working with children at the appropriate grade level preferred

Responsibilities:

See attached job description

Applicants:

Interested candidates should send a letter of interest, resume, 3 letters of reference, transcripts, and copy of a valid Michigan certificate to:

Krista Hams, Human Resources Coordinator

By Mail: Montague Area Public Schools
4882 Stanton Blvd.
Montague, MI 49437

Or E-mail: humanresources@mapsk12.org

**MONTAGUE AREA PUBLIC SCHOOLS
JOB DESCRIPTION**

JOB TITLE: District Substitute

REPORTS TO: Principal

SUPERVISES: Not applicable

GENERAL JOB FUNCTION:

The District Substitute will be guaranteed work each school day. Work schedule is based on district calendar. Hours and schedule determined at time of assignment. The District Substitute will be assigned as follows: teacher positions will be filled first, then aide positions. If there is no assignment for the day, the substitute will be assigned as a floater to work with students. If he/she is split between buildings, assignments will be on a rotational basis between buildings. He/she instructs students and facilitates their learning in the absence of the regular teacher. He/she works with eligible students within the classroom, in small groups and within one on one supports. Must be willing to substitute in general, at-risk, and special education classrooms.

EDUCATION REQUIREMENTS:

- Completion of 60 semester hours of satisfactory credit from an accredited college or university
- Must be qualified and hold valid Michigan certification, or be eligible to obtain a Substitute Teacher Permit from the State of Michigan

QUALIFICATIONS:

- Previous successful experience working with children at the appropriate grade level

ESSENTIAL JOB FUNCTIONS:

- Report to the school office upon arrival, check out at the end of the day
- Meets and instructs assigned classes in the locations and at the times specified
- Practice confidentiality and discretion on job related subjects and especially in regard to student records
- Create a classroom environment that is conducive to learning
- Maintain order in a consistent, firm and friendly manner. Apply school rules and procedures in disciplinary situations
- Assumes the responsibilities for instructing classes when a teacher is absent
- Follow lesson plans, make notations
- Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent
- Provides for individualized and small group assistance for students as indicated by lesson plans
- Be prepared to assist in other classrooms during prep hour or breaks
- Assumes responsibility for overseeing pupil behavior in class and during lunch and other activities
- Tidy up the classroom after the day has commenced
- Provide support and guided practice of essential skills to eligible students under the supervision of a teacher when Aide is absent
- Assist student with personal needs which may include feeding, lifting, assistance with toileting, and other personal needs when LRE Aide is absent
- Supervise eligible students in classrooms and school buildings
- Assist students with any help they may need with their work
- Interact with co-workers, administration, students, parents, and the community in positive, supportive and cooperative ways

ESSENTIAL JOB FUNCTIONS (cont):

- Plan, supervise and provide guidance for student(s), teacher aide(s), and volunteer(s)
- Remains at school the entire school day, unless otherwise instructed to leave by building Principal
- Be aware of any school policy and procedures regarding lock downs, fire drills, etc.
- Be regular in attendance
- Other duties as assigned

NOTABLE PHYSICAL REQUIREMENTS:

Occasional light to moderate lifting up to 50 pounds may be required.

TYPICAL WORK ENVIRONMENT:

Most work is done in a classroom environment.

EVALUATION:

The District Substitute is evaluated by the Principal.

WORK LOCATION(S):

Most work is performed within the MAPS school buildings.

TRAVEL EXPECTATIONS:

Occasional assignments may require short trips to other MAPS facilities.