

Target Range School
4095 S. Ave. W.
Missoula, MT 59804
406-549-9239
target@target.k12.mt.us

Substitute Teacher Application

Please print or type all information; use additional sheets if more room is needed. See back of this application for the job description. Thank you!

Name: _____
Last First Middle

Maiden Name: _____
Last First Middle

Other Names: _____
Last First Middle

Social Sec #: ____ - ____ - ____ Date of Birth: _____

Home Phone Number: _____

Email address: _____

Mailing Address:

Valid Montana Teaching Certificate: ____ Yes ____ No

Class: _____ Level: _____ Expiration Date: _____

Endorsements: (1) _____; (2) _____; (3) _____; (4) _____; (5) _____

Please describe all teaching experience:

School District	Dates	Subject	Extra Curricular	Duties
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you been a substitute teacher before? ____ Yes ____ No

If yes, please describe when, duration, grades/subjects taught.

Have you applied for substitute teaching at any Missoula County area districts? ___Yes
___No

If so, which ones?

Last completed education:

Name/location of school:

Completed degree: _____ Year: _____

U.S. Citizen: ___Yes ___No

Please list three professional references

Name	Position	Supervisor	Work Phone/Home Phone
------	----------	------------	-----------------------

You must provide **proof of citizenship**. I swear the above information is true to the best of my knowledge.

Signature _____ Date _____

Target Range School

4095 S. Ave. W.

Missoula, MT 59804

Job Title: Substitute Teacher**Qualifications:**

1. Holds or has held a Class 1 or Class 2 certificate with an appropriate endorsement thereon issued by the state of Montana. **OR**
2. Has previously demonstrated satisfactory performance as a substitute.

Reports to: Principal or person designated by the Superintendent.**Job Goal:** To enable each student to continue his/her educational program as smoothly and completely as possible in the absence of the regular teacher; to maintain a positive learning environment in the classroom; to motivate students and stimulate a positive attitude toward learning.**General Standards of Instruction:**

1. Demonstrates an enthusiasm for the teaching-learning process through positive attitudes.
2. Fulfills assigned duties in a manner, which fosters the overall operation and success of the school.
3. Demonstrate a sincere caring for the personal and educational welfare of all students.

Performance Responsibilities:

1. Reports to the Principal or school secretary upon arrival.
2. Reviews all plans and schedules to be followed during the school day.
3. Maintains as fully as possible the established routines and procedures of the school and classroom.
4. Teaches the lesson(s) planned and outlined by the regular teacher.
5. Consults with the Principal as necessary before initiating any teaching or procedure not specified.
6. Assumes responsibility for overseeing student behavior in class and at other times during the day when students are present.
7. Corrects student assignments and records grades as requested by the regular teacher.
8. Performs any student supervisory duties which are normally handled by the regular teacher, (recess, lunchroom, etc.)
9. Reports to the Principal or school secretary at the end of the day before leaving.
10. Follows all, policies, rules and procedures to which regular teachers are subject and which effective teaching practice dictates.

Terms of employment: Salary, benefits as set the School Board of Trustees.**Agreed to by:** _____ **Date:** _____

Equal Opportunity Employer

Each participating school district prohibits discrimination against or harassment of any person employed by or seeking employment with the school district because of race, creed, religion, color, political affiliation or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction. People of disability may request reasonable accommodation in the hiring process by contacting the school district personnel office.

Proof of Employability

Any applicant chosen for employment must be able to produce a social security card, driver's license, or some other acceptable form of verification of employment eligibility in the United States pursuant to Form I-9 of the U.S. Department of Justice.

Authorization to Release Employment Records

If employed by a participating school district, the applicant authorizes the school district to supply his/her employment record at the school district's sole discretion, in whole or part, to any prospective employer, government agency, or other party, when the school district's interest is deemed appropriate.

Drug Free/Tobacco Free Policies

Each of the participating school districts are drug free, tobacco free schools and, as such, require all employees to adhere to specific drug free, tobacco free policies.

Acknowledgment

I understand that no offer of benefits, such as, but not limited to, a pension plan, insurance, vacation, or salary rate, is final until it has been reviewed by the Personnel/Human Resources Department, and fully approved by the (superintendent/board) or designated authorized representative. Further, I have read and understand the above policies of employment. If employed by a participating school district, I agree to abide by these policies of employment.

Applicant

Date

AFFIRMATIVE ACTION INFORMATION

State law requires that employers keep records on the race and sex of applicants and employees to facilitate the enforcement of equal employment opportunity laws. This statement will be filed separately from all of your other employment records. As required by state law, it will be available only to the school district personnel department and federal/state employment enforcement officers.

Complete the following information and return it with your completed application to the applicable school district office/s.

Date: _____

Sex: Male _____ Female _____

Age: _____

Position applied for: _____

Ethnic group

Check one of the following:

- ALASKA NATIVE – A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- AMERICAN INDIAN – A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- ASIAN AMERICAN – A person having origins in any of the original people of the Indian Subcontinent, the Pacific Islands, or the Far East; for example, China, Japan, Korea.
- BLACK – (not of Hispanic origin) – A person having origins in any of the Black racial groups of Africa.
- FILIPINO – A person having origins in any of the original peoples of the Philippine Islands.
- SPANISH AMERICAN – A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- WHITE – (not of Hispanic origin) – A person having origins in any of the original peoples of Europe, North America, or the Middle East.

OTHER – Specify

VETERAN'S EMPLOYMENT PREFERENCE FORM

Name: _____ Social Security Number: _____

Position Applied For: _____
Job Title Position No. Department Name

To claim preference under the **Montana Veterans' Employment Preference Act**, complete the following. Providing the following information is voluntary but must be included with the application in order to claim employment preference. This information will be kept confidential and will only be used during the hiring process to provide the applicant employment preference. Applicants hired by the district will have this information placed in a separate confidential file.

Veterans' Employment Preference provides the addition of 5% points (veteran) or 10% points (disabled veteran) to the applicant's score when a numerically scored selection procedure is used. Whenever a public employer uses a selection procedure other than a scored procedure, the public employer shall give preference to a disabled veteran, eligible relative, or veteran, in that order, over any non-preferred applicant holding substantially equal qualifications.

To claim **Veterans' Employment Preference** you must be a U.S. Citizen and (check one of the boxes below):

A Veteran, if

1. You have been separated under honorable conditions,
AND
2. you have served more than 180 consecutive days of active duty other than for training in the Army, Air Force, Navy, Marines, or Coast Guard (not including National Guard or Reserves) or a member of the reserves who served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized.

A Disabled Veteran, if

1. You have been separated under honorable conditions from active duty,

AND
2. You have an established Armed Forces service-connected disability **OR** are receiving compensation, disability retirement benefits, or pension from the U.S. Department of Veterans Affairs or military department, **OR** you have received a Purple Heart.

The spouse of a disabled veteran if the veteran's disability prevents him/her from working.

The un-remarried surviving spouse of a veteran or disabled veteran.

The mother of a veteran, if

1. THE VETERAN died under honorable conditions while serving in the Armed Forces, **OR** THE VETERAN has a service-connected, permanent, and total disability,

AND
2. YOUR SPOUSE is totally and permanently disabled, **OR** YOU are the un-remarried widow of the father of the veteran.

In the box below, check the attachment you have included to document the preference request.

DD-214

Other: _____

SIGNATURE: _____ **DATE SIGNED** _____