

**Holdingsford Public Schools Independent School District #738**  
**P.O. Box 250 Holdingsford, MN. 56340**  
**Personnel Vacancy**

February 2, 2023

Full-Time Classroom Substitute Teacher  
Starting Date: Following successful interview process  
Application Deadline: Open until filled

Holdingsford Public School is seeking a full-time Classroom Substitute Teacher for the remainder of the 2022-2023 school year. This position includes competitive salary, health insurance benefits, and personal and disability leave (prorated based on hiring date).

We are a PreK-12 school with small class sizes, respectful student population, extensive student, parent, and community involvement and support. Our staff is full of exceptional people providing excellent education while creating lifelong Husker pride!

**Essential Duties:**

Under the general supervision of the School Principal, the ideal candidates will:

- Organize lesson plans in the event of a long-term absence of an individual teacher.
- Promote a classroom environment that is safe and conducive to individualized and small group instruction, and student learning.
- Organizes and maintains a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by district procedures and applicable laws.
- Ensures that student conduct conforms with the school's standards and school district policies, and establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Coordinates with other professional staff members, and participates in faculty meetings.
- Communicate effectively with students and parents.

**Additional Duties:**

- Performs other related tasks as assigned by the Principal and as designated by the Superintendent.

**Qualifications**

- Candidates must have a Minnesota Teaching License

Questions regarding the position can be directed to Linda Zapzalka [linda.zapzalka@isd738.org](mailto:linda.zapzalka@isd738.org) or 320-746-4307.

Qualified applicants should submit:

1. Letter of application
2. Current resume
3. Transcripts
4. Three letters of reference
5. Copy of Minnesota teaching license

Send application materials to:

ISD #738  
District Office  
PO Box 250  
Holdingsford, MN 56340  
[linda.zapzalka@isd738.org](mailto:linda.zapzalka@isd738.org)

FMLA regulations require all employers to post the [updated FMLA notice](#).  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER  
Committed to Workforce Equity, Diversity and Inclusion

Holdingsford Public Schools, District 738 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to youth groups.