



Substitute Teacher Job Description

This position reports to the building principal. The substitute teacher prayerfully helps students learn subject matter, skills, and attitudes that will contribute to their development as mature, able, and responsible Christian men and women to the praise and glory of God.

This job description is not an exhaustive list of duties, and the school board and administration may ask employees to complete tasks outside of this scope.

Qualifications

- Candidate must complete required District and state credentialing requirements (Background check, Fingerprinting, Substitute Teacher License)
- A strong clear Christian testimony
- A lifestyle of biblical integrity
- Acceptance without reservation of the Statement of Faith , and Declaration and Agreement to Ethical and Moral Integrity

Duties and Responsibilities

Spiritual

- Models a consistent daily walk with Jesus Christ in speech, actions, attitudes
- Actively involved in church
- Follows Matthew 18 principle in dealing with interpersonal conflict
- Encourages students to accept God's gift of salvation and grow in their faith

Instructional

- Effectively partners with parents
- Ministers to the whole child—spiritual, intellectual, physical, social, emotional.
- Maintains teaching environment conducive to student learning
- Teaches classes as assigned and scheduled by the administrator
- Has a firm understanding of the subject matter
- Is able to implement lesson plans during instructional time
- Uses effective teaching methods to challenge students to achieve and promote learning
- Effectively utilizes educational technology
- Teaches from a biblical worldview

Non-instructional and Professional

- Adheres to all policies and procedures governing the operation of the school
- Proactively communicates administrators and regular classroom teacher about any concerns experienced during teaching assignment
- Maintains regular and accurate attendance and grade records
- Punctual for teaching assignments
- Maintains professional dress and appearance
- Uses standard English in written and oral communication and is able to communicate well with others
- Maintains and respects confidentiality of student and school personnel information;
- Maintains discipline and classroom control that fosters a safe and positive learning environment for all students and staff in accordance with school and county policies;
- Ensures the adequate supervision to assure health, welfare, and safety of all students;
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities;

Personal

- Demonstrates the character qualities of courtesy, friendliness, flexibility, integrity, gratitude, and perseverance
- Meets everyday stress with emotional stability
- Submits respectfully and is loyal to constituted authority
- Represents the school in a favorable and professional manner to its constituency