



Substitute Teacher

General Description

The major responsibility of the Substitute Teacher is to support the learning of our St. John Lutheran and/or Little Lamb students in a variety of classroom environments. The Substitute Teacher will work as a team member with all other personnel of the school and church. Relationships will be characterized by loyalty and cooperation in a common cause and ministry for Christ. The Substitute Teacher is accountable to the Principal and will report regularly to the Principal.

Qualifications

Professional:

- A Bachelor's Degree is preferred for this position, preferably related to the field of education.
- Minimum of one (1) to three (3) years of experience working with children is preferred.

Personal:

- The employee is a Christian with an authentic and mature personal relationship with Jesus Christ in both their professional and personal life with a calling and commitment to Christian education.
- Evidence of a lifestyle that reflects a dynamic relationship with Christ.
- Is open-minded, tolerant, and happy in his/her outlook on life.
- Makes a good appearance - Dress and styles are appropriate.
- Is sensitive to the needs of others, cares about the feelings of others, shows Christian concern for all, maintains confidences, and is respectful of others.
- Uses correct language in spoken and written form, and is an effective listener.
- Is tactful and courteous.
- Is punctual.
- Evidences love for teaching children.

Job Responsibilities

Essential Skills and Abilities:

- Must be self-motivated.
- Ability to exercise a high degree of diplomacy.
- Highly organized with keen attention to detail.
- Effective instructional delivery techniques.
- Excellent communication and written skills.

Major Responsibilities:

- Carry out lesson plan instructions from the classroom teacher and supplement class activities if needed.
- Assumes responsibility for overall discipline in the classroom.
- Sets limits of student behavior which are defined, communicated, and monitored.
- Treats all students in a fair and consistent manner.
- Take attendance according to school procedures.
- Supervises students during lunch, recess, bathroom breaks, hallways, field trips, and carline as assigned.
- Supports students providing by example, emotional support, and general guidance.

Term of Service

- The term of service is dependent on the needs of the school.