

Christian Heritage School
Job Description – Substitute Teacher

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| DEPARTMENT | Upper & Lower School |
| REPORTS TO | Divisional Principals |
| CLASSIFICATION | Exempt |
| JD CREATION | September 2021 |

Job Summary

To serve in a substitute capacity for teachers who are absent from their scheduled teaching assignments. The substitute will equip students with the knowledge and skills necessary to function as mature, responsible Christians in accordance with the school mission statement.

Essential Functions

- Teaches lesson plans as outlined by the absent teacher and clearly communicates the lesson objectives to students
- Maintains as fully as possible, the established routines and procedures of the school and classroom to which assigned
- Meets and instructs assigned classes in the locations and the times designated
 - Keeps eyes on all students at all times and tracks students leaving to use bathroom or run other errands
 - Maintains appropriate and respectful relationships with students
 - Arrives to the designated classroom, prepared, prior to the class period/bell. Punctuality is required.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students
- Takes reasonable precautions to protect students, equipment, materials, and facilities
- Maintain accurate and current student attendance records
- Performs non-teaching duties, as assigned: study hall, lunchroom, recess etc.
- Maintain confidentiality pertaining to school/student matters
- Adheres to the rules, regulations, and policies of the school as recorded in the employee & faculty handbook
- Model Christian character at all times

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are performed in a school environment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Moderate physical effort required; generally, requires sitting, walking, and standing. Mobility through the school is required. Normal lifting, carrying, reaching, pushing, and pulling.

Education and Experience

- High School Diploma
- Minimum of 2 years teaching experience preferred; or equivalent proven expertise through related work experience
- Demonstrate an understanding of and a commitment to the distinctive qualities of Christian education
- Confident interpersonal, verbal, and written communication skills
- Experienced with using technology in a classroom environment; Microsoft suite and Google programs
- Remarkable professionalism and solid work ethic
- Detail-oriented with excellent time-management skills

This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future. Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

EMPLOYEE NAME

SIGNATURE

DATE