



## **Permanent Substitute**

**Report to:** Director of Academics and Student Programs

**Hours:** Full Day 7:30 am - 4:00pm

**Days:** 3-Day: Monday, Tuesday, Wednesday; 2-Day: Thursday, Friday

### **General Description:**

The permanent substitute is considered an employee of The Christ School. This position has been established to first, provide consistent classroom support in the absence of the classroom teacher, and second, to support the work of the Academic Office which include specific duties such as morning and afternoon carpool, lunch duty, desk coverage, etc.

### **General Requirements:**

- Professes a personal faith in Jesus Christ
- Ascribes to The Christ School's Biblical Standards for Christian Leaders
- Demonstrate professionalism and confidentiality in all aspects of the job
- Show proficiency in both oral and written communication
- Proficient with technology
- Ability to focus on details
- Experience in an educational environment; teaching experience is preferred

### **Specific Responsibilities:**

- Upon arrival, report to the Academic Office to receive the assignments for the day - classroom assignment or office support.
- Perform all classroom teacher duties according to a regular schedule as approved by the teacher and Director of Academics and Student Programs.
  - a. Provide supervision for students at all times; escort lower school students to and from Specials, lower school recess, middle school PAWS, lunch, carpool dismissal, and on field trips.
  - b. Communicate with the classroom teacher regarding student behavior and academic progress
  - c. Uphold the standards of behavior while reinforcing a loving, nurturing Christian environment
- Performs duties outside of the classroom as assigned by the administration, i.e. lunchroom, carpool, recess, office support.