Substitute Teacher

Report to: Director of Lower School / Director of Middle School  
Hours: Full Day 7:30 am - 4:00pm,  Half Day: 7:30 am - 12:00 pm; 12:00pm - 4:00pm

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, checks in with front office staff to receive room key and substitute folder; returns substitute folder and completed paperwork to front office before leaving for the day.

- Performs all classroom teacher duties according to a regular schedule as approved by the teacher and Academic Office.

- Provide supervision for students at all times; escort lower school students to and from Specials, lower school recess, middle school PAWS (recess), lunch, carpool dismissal, and on field trips.

- Performs duties outside of the classroom as assigned by the administration, i.e. lunchroom, carpool, recess, office support.

- Communicate with the classroom teacher regarding student behavior and academic progress

- Uphold the standards of behavior while reinforcing a loving, nurturing Christian environment

REV 10.29.2020