



## **Substitute**

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

**Hours:** Full Day 7:30 am - 4:00pm, **Half Day:** 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 Director of Academics and Student Programs.
- 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.
- 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