



POSITION: Substitute Teacher
SUPERVISOR: Principal

STATUS: Non Exempt
DATE: July 2024

Job Summary: Facilitate instruction to meet the needs of all learners in the classroom. Create a safe, constructive, productive, and God-honoring environment that focuses on helping each student grow in all areas including socially, emotionally, academically and spiritually.

Required Spiritual Qualities

It is expected that the Substitute Teacher will:

- Acknowledge Christ as Savior and seek to live as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice.
- Believe and actively support Coulee Christian School's **Statement of Belief**.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for personal conduct, marriage, gender identity and sexuality.
- Demonstrate evidence of the fruit of the Spirit when interacting with others.
- Actively participate in a local Bible-believing church and share faith with others.
- Have a Christ-centered home.

Required Professional Qualities

It is expected that the Substitute Teacher will:

- Possess the ability to interact effectively with peers and supervisors, possessing humility and willingness to be a team player.
- Demonstrate a sensitivity and ability to interact effectively with staff, parents, volunteers, and children.
- Manage a fast-paced, multifaceted job with stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Communicate effectively, professionally, and timely by responding to all emails within 24-48 hours on school days, as this is the main method of communication between administration and employees.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
- Be open and flexible to new school initiatives.

- Demonstrate a reasonable level of computer literacy. Basic proficiency is needed in word processing, e-mailing, and accessing the internet. The substitute teacher should be able to use a website to upload, create, and submit documents.
- Possess customer service and public relations skills necessary to market the school to potential families, as well as the general public.

Required Personal Qualities

It is expected that the Substitute Teacher will:

- Sign and live by Coulee Christian School's **Lifestyle Statement** as a condition for employment and continued employment in this ministry.
- Be an enthusiastic visionary, encouraging, self-starter with a high energy level.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize his or her own mistakes and take measures to correct them.
- Be servant-hearted & willing to assist others.
- Use acceptable English in written and verbal communication. Speak with clear articulation.
- Respectfully submit to constituted authority.
- Seek to appreciate and understand the uniqueness of the community.
- Be able to meet the physical demands of the position as outlined in Coulee Christian School's **Physical Requirements** for this position or negotiate reasonable accommodations with Supervisor.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
- Remain committed to partnering with parents/guardians in the support and care of students.

Essential Job Functions - Accountabilities

It is expected that the Substitute Teacher will:

Spiritual Leadership

- Possess a conviction of God's calling to the Christian school ministry.
- Follow the Matthew 18 principle in dealing with conflict.
- Join school staff in discipling of students.
- Serve as a model to students of how a spiritual leader within a classroom or school community practices Spiritual disciplines and demonstrates fruits of the Spirit in everyday situations.
- Encourage the spiritual growth of students.
- Integrate a Christian Worldview into interactions and daily instruction of students.

Academic Leadership

- Have knowledge of Coulee Christian School's vision/mission, programs, and policies.
- Seek and accept constructive evaluation of performance.
- Participate in ongoing professional development.
- Establish and communicate clear objectives for all learning activities.
- Understand strengths, weaknesses, and needs of students and have the ability to communicate these to parents, administration, and other support staff.
- Read and stay abreast of current topics in education.

Administrative Leadership

- Implement teacher's instructions regarding instructional activities.
- Deliver instructional activities.
- Create a positive learning environment where students can thrive.
- Provide on-time supervision (duty) to students to ensure a safe school environment.
- Utilize various curriculum resources.
- Utilize effective classroom management strategies to engage all students in a safe and orderly manner.
- Manage student behavior in the classroom by invoking established disciplinary procedures.

Minimum Requirements:

It is expected that the Substitute Teacher will:

- Hold a bachelor's degree from an accredited postsecondary institution.
- Possess experience working with children.

Working Relationship and Scope: Reports directly to the Supervisor noted above. Works closely with all school staff members, students, families, volunteers, and outside vendors.

Acknowledgment: This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed & Signed name of Employee

Date

Printed & Signed name of Supervisor

Date