



230 Garland St. W
West Salem, WI 54669

POSITION: Substitute Classroom Teacher
SUPERVISOR: Principal

STATUS: Exempt
DATE: June 2023

Job Summary:

Facilitate instruction to meet the needs of all learners in the classroom. Create a safe, constructive, and productive environment that focuses on student growth.

Required Spiritual Qualities

It is expected that the Substitute Classroom Teacher will:

- Acknowledge Christ as Savior and seek to live his or her life 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 the school's **Statement of Faith** (attached).
- 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 daily living. This includes being committed to God's biblical standards for personal conduct, marriage, and sexual activity.
- Demonstrate evidence of the fruit of the Spirit when interacting with others.
- Share their Christian faith with others.
- Regularly attend a local, Bible-believing church.

Required Professional Qualities

It is expected that the Substitute Classroom Teacher will:

- Hold a Bachelors degree from an accredited postsecondary institution.
- 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 report student attendance and communicate with school staff.

Required Personal Qualities

It is expected that the Substitute Classroom Teacher will:

- Sign and live by the School's **Lifestyle Statement (attached)** as a condition for employment in this ministry.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
- Be an enthusiastic self-starter with a high energy level.
- Remain committed to partnering with parents/guardians in the education of students.
- Demonstrate a sensitivity and ability to interact effectively with staff, parents, volunteers, and children.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the

operation of the classroom and 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.
- 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 a team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Seek to appreciate and understand the uniqueness of the community.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
- Be able to meet the physical demands of the position as outlined on the Physical Requirements of this Position grid or negotiate reasonable accommodations with Supervisor.

Essential Job Functions - Accountabilities

It is expected that the Substitute Classroom Teacher will:

Spiritual Leadership

- 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 instruction

Academic Leadership

- Plan, prepare, and deliver instructional activities
- Create a positive learning environment for students to learn in
- Provide on-time supervision (duty) to students to ensure a safe school environment
- Utilize various curriculum resources
- Manage student behavior in the classroom by invoking established disciplinary procedure

Working Relationship and Scope:

Reports directly to the Supervisor noted above. Interacts with school staff, students, families, and volunteers.

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 their 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.

Received by Employee

Date

Signed by Supervisor

Date