



Substitute Teacher

Job Description

Department:	Evergreen Christian School	Classification:	ECS Substitute Staff
Reports to:	ECS Principal	Status:	Casual Non-exempt

Basic Job Function:

The position of Teacher Substitute implements existing lesson plans in a manner that ensures the integrity of academic time and motivates students to learn and participate.

Principle Responsibilities:

- Follow lesson plans provided by the ECS teacher or administration
- Instruct students regarding a variety of classroom topics and courses of instruction
- Maintain classroom control that fosters a safe, positive environment for all students and staff, referring disciplinary actions to administration
- Address the various learning styles of students accordingly
- Ensure adequate supervision of students and the classroom environment to assure the health, welfare, and safety of all students
- Remain in classroom and monitor students at all times
- For long-term assignments, you may be required to:
 - Develop lesson plans
 - Create, administer, and grade tests/assignments
 - Participate in parent-teacher conferences
 - Attend school-related functions
 - Assign reasonable tasks and homework to students
- Maintains a Christian role model in attitude, speech and action towards others
- Observes Matthew 18 principle in dealing with students, parents, faculty, staff and administration
- Respects confidentiality related to students, parents, staff, and constituency
- Other duties as may be assigned

Minimum Qualifications or Skills:

- Demonstrated professional practices in teaching
- The ability to model correct use of spoken and written English
- Willingness to follow lessons and learning objectives left by teacher
- Organization skills
- Proficiency in classroom management
- Excellent communication skills
- Ability to frequently sit, walk and stand
- Ability to occasionally squat, kneel and bend/stoop

Required Degrees, Certifications or Experience:

- High school diploma/GED required
- CPR/First Aid Certification required
- Bachelor's degree required
- Teaching certification preferred