

GENERAL DESCRIPTION

Goal: The substitute teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

Overview: The substitute teacher shall have a university diploma or the equivalent. Other qualifications may be added by the School Board as deemed appropriate.

Responsible to: Teacher & Principal

Evaluation: Substitute teacher performance will be formally evaluated annually.

REQUIRED PERSONAL QUALITIES

The teacher aide shall

1. Show by example the importance of Scripture study and memorization, prayer, and unity in the Body of Christ.
2. Be in whole-hearted agreement with the school's Mission Goals and Philosophy Statement.
3. Uphold and follow all policies listed in the staff handbook.

ADDITIONAL PERSONAL QUALITIES

The substitute teacher shall

1. Recognize the role of the teacher as primarily responsible for the children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, and flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Shall notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Place his/her teaching ministry ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the community.

JOB DESCRIPTION - Essential Functions

The substitute teacher shall

1. Reflect the purpose of the school, which is to honor Christ in every class, and in every activity.
2. Motivate students to grow in their faith.
3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the school committee and administration in implementing all policies, procedures, and directives governing the operation of the school.
5. Assist classes as assigned following prescribed scope and sequence as scheduled by the supervisor.
6. Keep proper discipline in the classroom and on the school premises for a good learning environment.
7. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
8. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
9. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration as outlined in the teacher's handbook.
10. Seek the counsel of the teacher, administrator, colleagues, and parents while maintaining a teachable attitude.
11. Know the procedures for dealing with issues of an emergency nature.
12. Inform the administration in a timely manner if unable to fulfill any duty assigned.

TERMS

1. Part Time position
2. No Benefits