



SUBSTITUTE TEACHER JOB DESCRIPTION

Job Title: Substitute Teacher

Division/Department: Faculty & Staff

Reports to: School Administrator

Full-time

Part-time (Hourly)

Exempt

Non-Exempt

Spiritual Qualifications:

Spiritual maturity is necessary for all staff that works with our youth. It is expected that the following spiritual characteristics will be true in a WCS staff member:

- Must be a “born-again” Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23).
- Accept and actively support the Wayside Christian School's Statement of Faith.
- Agrees with Wayside Christian School's mission statement and will work towards fulfilling that mission to the best of his/her ability.
- Affirms the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice.
- Maintains faithful attendance at a local church whose fundamental beliefs and practices are in agreement with the Wayside Christian School and Wayside Chapel Statement of Faith (Hebrews 10:25).
- Models a consistent daily walk with Jesus Christ in speech, actions, and attitudes. This includes being committed to God's biblical standards for sexual conduct. (Luke 6:40)
- Sets an example of the importance of prayer, Scripture memorization and study, witnessing, and unity in Christian fellowship.
- Follows Matthew 18 principle in dealing with students, parents, administration, and staff.

Personal Qualifications:

- Sign and live by the School's Lifestyle Statement as a condition for employment and continued employment in this ministry.
- Demonstrate a sensitivity and ability to interact effectively with staff, parents, volunteers, and children.
- 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.
- Recognize his/her own mistakes and take measures to correct them.

- 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.
- Recognizes the need for good public relations; represents the school in a favorable and professional manner to its constituency and the general public.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

Professional Qualifications:

- Minimum of a High School diploma; Bachelor's Degree preferred
- DEW licensure
- Experience working with children

Duties and Responsibilities:

- Follow the lesson plan left by the teacher for whom he/she is substituting in accordance with school's philosophy, goals and objectives.
- Meet and instruct assigned classes in the locations and at the times designated.
- Establish and maintain order in the classroom.
- Maintain a classroom environment conducive to effective learning.
- Take all necessary and reasonable precautions to protect students, materials, equipment and facilities.
- Assist in upholding and enforcing school rules, administrative regulations, and School Board Policies.
- Establish and maintain cooperative relations with other employees.
- Report to the administrator or his/her designee at the beginning and end of the school day.
- Other responsibilities as directed by the principal.

Physical Requirements

Working Environment	Rarely	Occasional	Frequent	Daily
<i>Outdoor Duty</i>				
Cold (50 deg. F or lower)		X		
Heat (90 deg. F or higher)	X			
Chemicals/Solvents		X		
Noise		X		
High Stress			X	
Interruptions		X		
Overtime Necessary	X			
Climbing Stairs	X			
Crawling	X			
Standing/Sitting/Walking/Bending				X
Running	X			
Kneeling		X		
Reaching over Shoulder			X	
Pushing/Pulling	X			
<i>Lifting/Lowering/Carrying</i>				
Up to 20 lbs.			X	
Up to 50 lbs.	X			
More than 50 lbs.	X			
Telephone			X	
Fax/Copier		X		
Computer/Printer				X
AV Equipment		X		
<i>Other</i>				
On Time Arrival				X
Summon Emergency Help	X			
Apply CPR/First Aid	X			
Lead field trips	X			
Communicate Data				X
Prepare Reports		X		
Driving	X			

Having read the job description for this position. Is there any reason why you might be unable to perform the duties and responsibilities of the position you are applying for? _____ Yes _____ No (If yes, please explain)

If you answered "yes" to above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Print Employee Name: _____

Employee Signature: _____

Date: _____