

Substitute Teacher Job Description

Description

The position includes the instruction, supervision, and guidance of students at Northland Christian School in a manner that promotes Biblical values and excellence in academics to honor God. From time to time, additional duties may be assigned by the principal or school administration as needed.

Hours

As needed, normally called in full or half-day increments. When possible, arrangements are made in advance, but at times the substitute teacher may be called upon the morning of for unforeseen teacher absences.

Essential Job Qualifications and Requirements

- Personal Faith and Behavior
 - The employee affirms that, as part of the qualifications for this position, he/she is a Christian and believes that Jesus Christ is the Son of God.
 - The employee recognizes and affirms that all employment positions at Northland Christian School are part of a Christian ministry.
 - The employee will faithfully attend and support a local church and provide the school with a verification of good standing from their local church upon request.
 - The employee will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (1 Timothy 4:12) both in and out of school to pupils and as an example to parents and fellow staff members in judgment, respect, and Christian living. This is not limited to, the refraining from such activities as the use of illicit or illegal drugs, and the use of profane and vulgar language, which are grounds for termination.
 - The employee will strive at all times to understand, appreciate, love, and serve the pupils entrusted to him/her and will do the best of his/her ability to provide for their fullest spiritual, intellectual, physical, and emotional development.
 - The employee possess sufficient Biblical knowledge to successfully integrate Scriptures and fundamental Biblical principles in order to instruct students through the lens of a Biblical worldview.
 - The employee agrees to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 with regard to his/her peers/school administration, and school board. All differences are to be resolved by utilizing Biblical principles-always presenting a united front. Appropriate confidentiality will be observed in regard to pupil, parent, and school matters (Titus 3:2 and Galatians 5:15).
 - The employee agrees that the Bible dictates standards of sexual behavior. Any heterosexual activity outside of marriage (premarital sex, cohabitation, extramarital sex) (Hebrews 13:4, Ephesians 5:3, I Thessalonians 4:3-8), homosexual activity (Romans 1:24-27, Leviticus 20:13), sexual harassment (I Thessalonians 4:3-7, Ephesians 5:3-5), possession or habitual, deliberate viewing of pornographic material and websites (I John 2:16, Matthew 5:28), sexual abuse or improprieties toward minors (Luke 17:1-2) or other inappropriate sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a Christian role model and is grounds for immediate termination.

Where Excellence is Expected

- Professional Requirements
 - Minimum Associate's degree or 60 college credit hours; teacher's certificate and/or bachelor's degree or post-graduate degree(s) preferred
 - Experience with classroom management and maintaining appropriate classroom discipline
 - Enjoys working with young people
 - Patient
 - Strong work ethic
 - Punctual and reliable
 - Maintains an appropriate level of discretion with confidential matters
 - Demonstrates commitment to excellence
 - Communicates well with peers, students, parents, and others in a professional manner
 - Proficient with technological tools and applications necessary for the position.
 - Possesses physical stamina necessary to fulfill the professional obligations of the position.
- Other Requirements
 - The employee agrees to abide by the regulations set forth in the *Faculty-Staff Handbook* and the *Parent-Student Handbook*, as well as any additions made during the year. The employee agrees to cooperate in every way with the school administration and to adhere to the policies adopted by the Northland Christian School Board of Trustees.
 - The employee will arrive at school at the scheduled time, cover extra duties such as lunchroom supervision or activity-schedule events and assemblies, submit attendance for each class period, follow the instructions in the lesson plans, and communicate with the teacher about incomplete work or other helpful information.
 - If applicable, employee agrees to provide documentation for all state and school medical requirements for the position with the Head of School's office before the start of the school year.
 - Upon request, the employee agrees to submit to a physical examination (including random drug testing) by a licensed physician at the school's expense and furnish the school with a copy of the physician's report.
 - The employee will help maintain an environment conducive to learning. This includes maintaining a professional appearance and the timely reporting of classroom activities and grades via the technological tools employed by the school.
 - Upon request, the employee agrees to submit to a criminal background check through an entity selected by the school, and the school is to receive a copy of the results directly from that entity.
 - The employee acknowledges that he/she is or will become fully aware of his/her obligations under state law regarding child abuse reporting requirements and that he/she will fulfill those obligations.
 - Assignment of duties is to be made at the discretion of the appropriate supervisor(s) after consultation with the employee and Head of School.