

# SUBSTITUTE TEACHER

## *Job Description*



### POSITION SUMMARY

Provide backup teaching services when our regular teachers are unable to work. Substitute Teachers execute lesson plans left by the absent teacher and create and maintain a respectful and fair classroom culture that fosters safe and productive learning.

### PRINCIPLES FOR CONDUCTING WORK

Serve as a Christian role model, by precept and example, of the highest Christian virtue and personal decorum both in and out of school to students, and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living.

### DUTIES AND RESPONSIBILITIES

1. Follow regular teacher's lesson plans in a way that ensures consistency and optimal learning, and that encourages students to participate
2. Assign classwork and homework as necessary, according to lesson plans
3. Modify teaching styles to fit the learning styles of various students
4. Maintain a well-managed classroom and positive learning environment
5. Supervise students out of class such as in the hallways and in the cafeteria
6. Depending on needs, may be assigned to non-substitute teaching duties, such as proctoring, administration, operations and other functions to help Berean operate optimally
7. Other duties as assigned

### SKILLS AND EDUCATIONAL REQUIREMENTS

- Must be a Christian
- Physically able to keep up with the demand of a classroom
- Bachelor's Degree preferred
- Prior teaching or classroom experience preferred