



Job Description for Substitute Teacher

Position Type	Nonexempt
Compensation	Hourly
Supervisor	Principal
Primary Duties	Performs regular teacher's class plan while the teacher is absent.
Education Requirement	<ul style="list-style-type: none"> • Minimum 64 hours college credit from an accredited post-secondary institution • Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, creating and using a spreadsheet, emailing, and accessing the Internet.
Experience	<ul style="list-style-type: none"> • Possess evidence of other adequate preparation, background, or experience as determined by the school administration.
Physical Requirements	<ul style="list-style-type: none"> • Ability to sit and stand for up to 7 hours. • Ability to lift up to 20 pounds.
Job Requirements	<ul style="list-style-type: none"> • Prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in English. • Understand and conform to all rules of punctuation, grammar, diction and style. • Speak to individuals or groups of people with poise, voice control and confidence • Respond adequately to inquiries or complaints • Write using standard convention in English. • Apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions. • Apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form. • Communicate effectively and efficiently in English. • Use/interpret job related terminology, mathematical formulas and functions effectively and efficiently. • Deal with people beyond giving and receiving instructions. • Perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations. • Be sensitive to cultural differences among individuals and groups of persons. • Operate/use a variety of automated office machines and other office equipment. • Operate/use a variety of job specific machines/equipment.
Essential Function	<ul style="list-style-type: none"> • Adhere to the LWCS Board Policy Manual, ideal-employee profile, and employee handbook. • Reports to the principal or school secretary upon arrival at the school. • Communicates, collaborates, and cooperates with colleagues, supervisors, and students. • Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned. • Assumes the responsibilities for instructing classes when a teacher is absent. • Assumes other responsibilities for that teacher during the time the teacher is absent.

	<ul style="list-style-type: none"> • Assumes responsibility for overseeing pupil behavior in class and during lunch and other activities. • Consults, as appropriate, with the principal or department or department chair, before initiating any teaching or other procedures not specified in the lesson plans. • Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent. • Provides for individualized and small group assistance for students as indicated by lesson plans. • Follows all school policies, rules and procedures to which regular teachers are subject and which good teaching dictates. • Any other duties as assigned.
Equipment used for this job	Computer, standard office equipment, educational technology.

“The mission of Living Word Christian School is to assist Christian families in equipping students with a Christ-centered education, empowering them to impact the world for the glory of God.”