



SUMMIT
CHRISTIAN
SCHOOL

Job Description

Position: Substitute Teacher

General Purpose

The substitute teacher is responsible for providing temporary replacement services in the absence of the regular classroom teacher. The substitute teacher is expected to implement daily lessons to students, as designed and directed by the classroom teacher. Duties will be performed in accordance with the high expectations, mission, and vision of Summit Christian School.

Position Term and Evaluation

This position commences on August 1 and concludes on July 31 and is performed on an as needed basis. The position is renewable pending the results of a performance evaluation that will be completed by the principal(s).

Main Job Tasks and Responsibilities

- Spiritual leadership of the students
- Teach academic content to students
- Administers student discipline in accordance with the school-wide behavior system
- Model and maintain healthy, biblical communication with colleagues, students, and families

Education and Experience

- **minimum education level:** bachelor's degree
- proficient written and verbal communication skills
- working knowledge of computer applications such as Microsoft Office and Google Suite

Key Competencies

- professional dress and attitude
- servant's heart
- steadfast spirit
- collaboration
- planning and organizing
- attention to detail
- information collection and monitoring
- problem analysis
- problem solving and mediation
- confidentiality
- integrity
- initiative