

Job Description – Substitute Teacher

Hired by: Assistant Head of School
Supervises: Students
FLSA: Exempt

Reports to: Asst. Head of School/Building
Principal

The Substitute Teacher at Worthington Christian Schools is to live and teach in such a way so that students are led to righteousness in every area of life, and in particular their academic and intellectual development. This employee is responsible for carrying out the lesson plans of the teacher for whom he/she is substituting and meeting the duties of teaching as outlined in the WCS Substitute Teacher handbook.

Spiritual Maturity

1. Publicly profess a faith in Jesus Christ as Lord and Savior
2. Actively engage in the life and ministry of an evangelical church
3. Pursue a life of spiritual development through regular study of scripture and prayer
4. Demonstrate the fruit of the Spirit as a byproduct of a growing faith
5. Believe and support the school's statement of faith
6. Agree to abide by the school's Lifestyle statement

Professional Responsibilities (essential)

Duties of this position include but are not limited to:

1. Following the lesson plan left by the teacher for whom he/she is substituting in accordance with district's philosophy, goals and objectives.
2. Meeting and instructing assigned classes in the locations and at the times designated.
3. Establishing and maintaining order in the classroom.
4. Maintaining a classroom environment conducive to effective learning.
5. Taking all necessary and reasonable precautions to protect students, materials, equipment and facilities.
6. Assisting in upholding and enforcing school rules, administrative regulations, and School Board Policies
7. Establishing and maintaining cooperative relations with other employees.
8. Reporting to the principal or his/her designee at the beginning and end of the school day.
9. Other responsibilities as directed by the principal.

Professional Requirements

1. Bachelor's degree or higher
2. ODE licensure
3. Successful completion/results of FBI/BCII background check
4. Experience working with children a plus

Physical Requirements

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty			
Cold (50 deg. F or lower)		X	
Heat (90 deg. F or higher)	X		
Gases/Fumes/Dust	X		
Chemicals/Solvents	X		
Noise	X		
High stress	X		
Interruptions	X		
Overtime necessary	X		
Climbing stairs	X		
Crawling	X		
Standing			X
Sitting			X
Walking			X
Running	X		
Kneeling	X		
Bending			X
Reaching over shoulder		X	
Reach chalkboard height			X
Pushing		X	
Pulling		X	
MOVING HEAVY ITEMS			
Lifting/Lowering			
Up to 20 lbs.			X
Up to 50 lbs.	X		
More than 50 lbs.	X		
Lifting over shoulder			
Up to 20 lbs.		X	
Up to 50 lbs.	X		
More than 50 lbs.	X		
Carrying			
Up to 20 lbs.			X
Up to 50 lbs.	X		
More than 50 lbs.	X		
OPERATE MACHINERY			
Telephone			X
Fax	X		
Copier		X	
Computer			X
Printer			X
Calculator	X		
AV Equipment	X		
Other (please list)			

OTHER REQUIREMENTS	OCCASIONAL	FREQUENT	DAILY
On-time arrival			X
Regular attendance			X
Summon emergency help	X		
Apply CPR/First aid	X		
Lead field trips	X		
Communicate data			X
Prepare reports		X	
Visual acuity: Near			X
Visual acuity: Far			X
Color discrimination		X	
Speak clearly			X
Hear clearly			X
Manual dexterity			X
Eye/hand coordination			X
Driving	X		

Print Name

Date

Signature