



Full-Time Building Substitute Teacher

Hired by: Upper School Principal

Evaluated: Annually

Schedule: 10-Month Contract

Reports to: Upper School Principal

FLSA: Exempt

Supervises: None

The Full-Time Building Substitute Teacher at Worthington Christian School is to live and teach in such a way so that students are led to righteousness in every area of life, and 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 Grace Polaris Church's "Our Beliefs and Identity" document
6. Agree to abide by the Worthington Christian Lifestyle Statement

Professional Responsibilities (essential)

- Following the lesson plan left by the teacher for whom he/she is substituting in accordance with the district's philosophy, goals, and objectives.
- Meeting and instructing assigned classes in the locations and at the designated times.
- Establishing and maintaining order in the classroom.
- Maintaining a classroom environment conducive to effective learning.
- Maintain accurate records of attendance and lesson completion, and provide feedback and updates to teachers, including any issues encountered.
- Be prepared to cover multiple classes or teachers in a single day, adapting quickly to different classroom environments and subject areas.
- Remain on call throughout the school day to respond to sudden or unexpected teacher absences.
- Assisting with various duties throughout the day including, but not limited to, hall monitor, study hall, and lunch duty.
- Taking all necessary and reasonable precautions to protect students, materials, equipment, and facilities.
- Assisting in upholding and enforcing school rules, administrative regulations, and School Board Policies.
- Establishing and maintaining cooperative relations with other employees.
- Reporting to the principal or his/her designee at the beginning and end of the school day.
- Perform other duties/assignments/responsibilities as assigned by the principal.

Professional Requirements

- Bachelor's degree preferred
- Strong oral and written communication skills
- Possess ability to use a variety of MS Office applications
- History of working with children (preferred)
- Ability to work in a team environment
- Substitute Teacher License or Permanent Non-Tax Certificate required

Required Knowledge, Skills, and Abilities

- Ability to work effectively with others
- Organizational and problem-solving skills
- Ability to be flexible and adaptable to changing situations
- Behavior management skills

Physical Requirements

WORKING ENVIRONMENT	RARELY	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty				
Cold (50 deg. F or lower)		X		
Heat (90 deg. F or higher)		X		
Chemicals/Solvents		X		
Noise			X	
High stress			X	
Interruptions				X
Climbing stairs			X	
Standing/Sitting/Walking/Bending				X
Running	X			
Kneeling	X			
Reaching over shoulder			X	
Pushing/Pulling	X			
Lifting/Lowering/Carrying				
Up to 20 lbs.			X	
Up to 50 lbs.	X			
More than 50 lbs.	X			
Telephone				X
Printer/Copier				X
Computer				X
AV Equipment			X	
Summon emergency help	X			
Apply CPR/First aid	X			

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Print Name

Date

Signature