



SUMMIT  
CHRISTIAN  
SCHOOL

## **Job Description**

### **Position: Substitute Teacher**

#### **General Purpose**

Responsible for providing temporary replacement services in the absence of the regular classroom teacher. Substitute teacher is expected to implement daily lessons to students, as directed by the classroom teacher, in a manner that aligns with the high expectations 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 assistant principal.

#### **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 Word, Excel, and PowerPoint

#### **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