



SUBSTITUTE JOB DESCRIPTION

To apply please complete a “Teacher Employee Application” found on our websites [EMPLOYMENT PAGE](#)

OVERVIEW

Job Title: Substitute (Teacher)

Reports To: Principal

Position Status: Temporary

Pay Structure: \$130.00 for a full day (\$70 per half-day)

Start Date: September

JOB DESCRIPTION

Western is looking for energetic and motivated substitute teachers to work with students at all levels, from kindergarten to high school. The best candidates for substitute teacher jobs have a bachelor’s degree and enjoy working with children. Official experience and/or a state teaching license is good, but we welcome those with informal experience too. For example, if you have worked as a tutor, child care provider or babysitter, you could be a great asset to our school. We have lots of opportunities for the right candidates, and you can prioritize subjects, grades and even classrooms. Successful candidates will have to undergo a background check.

REQUIRED PERSONAL QUALITIES

- be a committed Christ-follower
- attend a Christian church
- be a role model in attitude, speech, and actions toward others
- have the spiritual maturity and leadership abilities to align with Western Christian School mission
- exemplify the Fruits of the Spirit and demonstrate additional character qualities such as servant leadership, humility, integrity, courage, enthusiasm, strength, courtesy, flexibility, gratitude, and wellness qualities such as energy, stamina, and endurance
- meet everyday stress with emotional stability, objectivity, and optimism
- refuse to use or circulate confidential information inappropriately



**WESTERN CHRISTIAN
SCHOOL**

- make an effort to appreciate and understand the uniqueness of the community of Western Christian School

RESPONSIBILITIES

- Follow regular teacher's lesson plans in a way that ensures consistency and optimal learning, and that encourages students to participate
- Assign classwork and homework as necessary, according to lesson plans
- Modify teaching styles to fit the learning styles of various students
- Maintain a well-managed classroom and positive learning environment
- Supervise students out of class such as in the hallways and in the cafeteria
- Create lesson plans, grade classwork, homework, and tests, and attend parent-teacher conferences (only for long-term sub assignments)
- Take attendance according to the procedures of the school, keep the classroom and work orderly, and maintain normal classroom rhythms
- Comply with all procedures, guidelines, and policies of the school at all times
- Maintain a professional attitude in all manner of conduct with students, faculty, and parents, including a commitment to confidentiality

SKILLS

- Bachelor's degree
- Strong command of the English language
- Above-average competency in at least two subject areas (such as math and social studies); overall average competency in most or all subjects
- Ability to remember many names
- Flexible, friendly, and good at establishing quick rapport with students
- Setting the proper tone from the beginning for classroom management
- A certificate in teaching is a plus
- Detail-oriented and able to follow written and/or oral instructions
- Able to communicate effectively with other personnel and faculty
- Confidence and capability in giving instruction in the absence of the regular teacher
- Willing and able to work standing for most of the day with few breaks to sit