

Substitute Teacher

Position Information

- **Position Title:** Substitute Teacher
 - **Reports To:** Building Principal
 - **Position Type:** On-Call | Non-Exempt | As Needed
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Position Purpose

The Substitute Teacher at Shepherd Christian School exists to provide consistent, caring, and mission-aligned instructional supervision in the absence of the regular classroom teacher. This role ensures continuity of learning, maintains classroom order, and supports students academically and behaviorally while upholding the values and expectations of Shepherd Christian School.

The Substitute Teacher views classroom coverage as Christian ministry, serving students with patience, professionalism, and flexibility while supporting the instructional and cultural rhythms of the school.

Christian Mission & Lifestyle Expectations

As a ministry of Shepherd Christian School, the Substitute Teacher is expected to model Christlike character and uphold biblical values consistent with the school's mission.

The Substitute Teacher will: - Profess a clear Christian testimony and demonstrate a growing relationship with Jesus Christ. - Live a lifestyle of biblical integrity in speech, actions, and relationships. - Actively attend and support a Bible-believing church. - Support and uphold the school's Statement of Faith, Lifestyle Agreement, and Ethical & Moral Integrity standards. - Model patience, respect, flexibility, and professionalism. - Follow the biblical principles of Matthew 18 when addressing conflict. - View substitute teaching as ministry that supports students and staff.

Primary Responsibilities

Classroom Supervision & Instruction

- Follow lesson plans and instructions provided by the regular classroom teacher.
- Provide instruction, supervision, and guidance to students as directed.
- Maintain classroom routines, expectations, and behavior standards.
- Ensure a safe and orderly learning environment.

Student Support & Management

- Build positive, respectful rapport with students.
- Reinforce school-wide rules, procedures, and expectations.

- Address minor behavior issues appropriately and refer significant concerns to administration.

Professional Conduct & Collaboration

- Communicate professionally with administrators and office staff.
- Leave accurate notes for the regular teacher regarding lesson completion and student behavior.
- Follow all school policies, procedures, and confidentiality expectations.

School Day Responsibilities

- Supervise students during transitions, lunch, recess, or other assigned duties.
- Support a smooth and productive school day.

Key Performance Indicators (KPIs)

Mission & Culture

1. Models Christlike character and reflects the values of Shepherd Christian School.
2. Treats students, staff, and families with respect and professionalism.

Classroom Effectiveness

3. Follows lesson plans accurately and maintains instructional continuity.
4. Maintains classroom order and positive learning environment.

Student Management

5. Demonstrates effective supervision and behavior management.
6. Responds appropriately to student needs and concerns.

Professional Reliability

7. Demonstrates punctuality, reliability, and preparedness.
8. Follows school procedures and expectations consistently.

Communication & Collaboration

9. Communicates clearly with office staff and administration.
10. Provides helpful feedback to the regular classroom teacher.

Safety & Stewardship

11. Maintains student safety and supervision at all times.
12. Uses classroom resources responsibly.

Professional Conduct

13. Maintains confidentiality and discretion.
14. Adapts effectively to different classrooms and assignments.
15. Contributes positively to the school's daily operations.

Qualifications & Experience

- Bachelor's degree preferred; minimum education requirements as determined by state or school policy.
 - Previous teaching, substitute teaching, or experience working with children preferred.
 - Ability to manage a classroom and follow instructional plans.
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Personal & Professional Expectations

- Demonstrates courtesy, integrity, flexibility, gratitude, and perseverance.
 - Maintains emotional stability and professionalism under pressure.
 - Submits respectfully to school leadership and classroom procedures.
 - Represents Shepherd Christian School positively to students and families.
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Disclaimer

This job description reflects the general duties and expectations of the position but is not intended to be an exhaustive list. Shepherd Christian School reserves the right to modify duties and responsibilities as needed to support the mission and operation of the school.
