

**Central Christian School
Substitute Teacher
Job Description**

Substitute teachers support the mission of Central Christian School by providing continuity of instruction for students in the absence of their regular classroom teachers.

Expectations

- Reflect an active personal faith in Jesus Christ through lifestyle, church commitments and a commitment to Christian education.
- Affirm the identity, mission, and vision statements, and the foundational documents of Central Christian School, abiding by the policies and expectations outlined in the Employee Handbook.
- Demonstrate the personal qualities of integrity, credibility, and the ability to maintain confidentiality.
- Possess appropriate relational skills for working with children and adults in a school setting.
- Be professional and courteous in dealing with students, families, faculty and staff, and the general public.

Agreement Information

- This is a school year, hourly position determined by the assignment
- Working hours for a full day are 7:30 am – 3:00 pm but may also be half day, part time assignments

Supervision

The Substitute Teacher reports to the Principal through the Administrative Assistant for Academic Support

Responsibilities

- Take attendance as per teacher instructions
- Follow lesson plans provided by the regular classroom teacher
- Communicate with the regular classroom teacher at the end of the day by written note or email to provide an update on material or activities covered

Qualifications

- Bachelor's degree preferred but not required
- Teaching experience preferred but not required
- Background check required
- Personal qualities of integrity, credibility, and dedication to the mission of Central Christian School

Please submit resume and cover letter to Human Resources at
HumanResources@CentralChristianSchool.org

