



JOB DESCRIPTION

Position Title: Single substitute Teacher (Christian School 6th-12th grade)

Pay Range (Half-day \$60 or Full-day \$120). 7:30 am to 3:00 pm Monday-Friday.

Reporting To: Academic Dean and Director of Student Services

Job Purpose: Teach MS and HS Subjects and help coach or mentor a team on campus.. This person is responsible to instruct and lead students in the absence of a regular and in accordance with the goals, directives and curriculum of Ambassador Christian School.

Job Duties and Responsibilities:

- Continue and build a biblically-centered classroom while maintaining a professional appearance as an example to students.
- Implements Subject lesson plans, while ensuring the integrity of academic time and in a manner, which motivates students to learn and participate and organizes and groups students for effective instruction.
- Must be able to express ideas, interpret situations, and problem solve while interacting positively, and effectively with individuals with diverse learning needs and abilities.
- Must have strong communication and interpersonal skills.
- Must be able to use various forms of classroom equipment and technology resources (computer, document camera, copy machines, projectors, etc.); computer application and related peripherals.
- Collects and places students' work, assignments in storage according to regular teachers' directions.
- Maintain a positive learning environment and endure classroom procedures and rules.
- Effectively communicate with teachers and administrators. This includes, but is not limited to:
 - ❖ Calling and or e-mailing teachers as needed;
- Other duties as assigned.

Education and/or Experience/Qualifications:

- Degree (B.A./B.M.) in field of instruction, required
- 1-3 years of successful substitute teaching experience, preferred
- 21st century skills in communication and classroom instruction to benefit student learning, required

Knowledge, Skills, and Abilities:

- Must be able to follow oral and written directions and have ability to establish effective working relationships with staff and students. Ability to maintain effective classroom management strategies.

Physical Job Requirements:

In the course of performing the duties and functions job holder will be required to stand, walk, sit, squat/stoop, kneel, crouch, and reach and lift items of varying weights and up to 40 pounds. Ability to communicate (vision, hearing, and speech) is required. Ability to travel assigned work locations from one classroom to another.

Disclaimer: The duties and responsibilities of the position may change as need arises. The employee will be notified of the change. Relevant work experience may also be substituted for education or certification, at company's discretion.