

GENERAL DESCRIPTION

JOB TITLE:	Substitute Teacher
HIRED BY:	Principal
REPORTS TO (title):	Principal
SUPERVISES:	Elementary and/or Secondary Students
DEPARTMENT NAME AND LEVEL:	Temporary Employee
JOB STATUS (full/part):	As needed
FLSA STATUS:	Non-Exempt

The primary role and responsibility of the substitute teacher is to prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

REQUIRED PROFESSIONAL QUALITIES

It is expected that the substitute teacher will...

- Hold a bachelor's degree from an accredited postsecondary institution or be willing to participate in a program to complete such a degree within a specified time period.
- Preferably hold a State of Oregon teaching certificate, but not required.
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, creating and using a spreadsheet, e-mailing, and accessing the Internet.
- Possess evidence of other adequate preparation, background, or experience as determined by the principal.

ESSENTIAL JOB FUNCTIONS—ACCOUNTABILITIES

Academic Leadership

- Know and be able to support the school's mission, vision and core values.
- Ensure that his or her school classroom reflects a professional and Christian environment.
- Have knowledge of the physical/emotional development of children—particularly at the age level of the children being taught—and understand the problems they face.
- Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a lesson plan book.

Administrative Classroom Leadership

- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Help the staff, students, and volunteers function efficiently, effectively, and productively.
- Understand classroom supervision and how to lead in a positive manner.
- Provide a good learning environment by keeping proper discipline in the classroom, and other places on the school premises.
- Respect professional ethics that require confidentiality concerning the sharing of information about

children, parents, or staff.

- Maintain regular and accurate records of attendance.
- Know the procedures for dealing with emergency situations in the classroom and school. Participate in required emergency safety drills in coordination with school leadership.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.

REQUIRED SPIRITUAL QUALITIES (all employees)

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe and actively support Salem Academy’s Statement of Faith.
- Be a Christian role model in attitude, speech, and actions toward others.
- Have a Christ-centered home and actively participate in a local bible believing church.
- “Work willingly at whatever you do, as though you are working for the Lord rather than for people.” Colossians 3:23.
- Follow the Matthew 18 biblical principle in dealing with conflict with students, parents, staff and administration.

REQUIRED SPIRITUAL LEADERSHIP QUALITIES

- Lead students to a realization of their self-worth in Christ.
- Ensure that the classroom work environment is Christian-based, nurturing, wholesome, and loving.
- Work with the administration and staff to address the spiritual formation needs of the students.
- Engage in Christ’s local and global mission of making disciples.

REQUIRED PERSONAL QUALITIES

- Sign and live by the school’s lifestyle statement, found in the Employee Handbook, as a condition for employment and continued employment in this ministry.
- Compliance with Salem Academy’s general standards of attendance is acceptable.

ESSENTIAL JOB FUNCTIONS – PHYSICAL, MENTAL, & ENVIRONMENTAL REQUIREMENTS

Physical Demands – the following represents the physical requirement that must be met by the individual to fully perform the essential functions of this job:

The physical effort typically applied in this job includes:

	Lifting		Pulling		Shoveling
X	Carrying		Pushing		Other (specify)
X	Keying/typing		Reaching		

The amount of effort typically applied and frequency of application:

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15 to 40 %	40 to 70 %	More than 70 %
Less than 1 lb.				
Between 1 & 5 lbs.	X			
Between 5 & 25 lbs.				
Between 25 & 60 lbs.				
More than 60 lbs.				

The effort reflected in the above chart is typically applied in the following work positions:

X	Sitting	X	Standing	X	Walking
	Stooping		Bending		Confined
	Other (specify)				

Mental/Visual Demands – the following represents the mental/visual requirement that must be met by the individual to fully perform the essential functions of this job:

	Occasional mental and/ or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals
X	Frequent mental and/ or visual attention; the flow of work is intermittent with checking or inspection involved.
	Continuous mental and/ or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/ or defects.
	Concentrated mental and/ or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
	Intense and/ or exacting mental/ or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

Working Environment – Individual is exposed to the following work conditions while performing the essential functions of this job:

	Regularly	Occasionally
Indoors	X	
Outdoor weather conditions	X	
Moderate levels of sound		X
Dust or airborne particles		
High levels of sound, which may require use of ear protection		
Slippery surfaces		X
Hot, cold, wet, or humid conditions		X

ADDITIONAL ESSENTIAL DUTIES OR RESPONSIBILITIES

It is expected that the substitute teacher will...

- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school’s constituency and the general public.
- May supervise extracurricular activities, organizations, and outings as assigned.
- Help maintain a clean, attractive, and well-ordered classroom.
- May perform other duties assigned by the administration.

Signatures and Dates

The following signatures are required to confirm the accuracy and completeness of the job description; that essential functions are aligned with Salem Academy goals and objectives; to validate that it is clear, concise, and supports compliance with legal considerations; and employee understanding of the job requirements.

NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

Employee	Date	Next Level of Management	Date