



# SUBSTITUTE TEACHER

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## To Apply

**Posted:** Ongoing

**Position Title:** Substitute Teacher

**Job Type:** Scheduled as needed

**Organization Name:** Grace Cascade Christian Schools

**School:** Elementary, Middle, and High School

**Location:** Medford, OR 97504

**School Website:** [www.gracechristian.org](http://www.gracechristian.org)

**Contact Person:** Kristin Eaton, Human Resources

**Contact Phone:** (541) 608-1315

**Contact Email:** [keaton@gracechristian.org](mailto:keaton@gracechristian.org)

**Minimum Requirements:** Hold a valid teaching license, teaching degree, or verifiable education and experience in teaching the specialty you desire to substitute.

**Apply online:** [www.gracechristian.org/about-us/employment](http://www.gracechristian.org/about-us/employment)

## Job Description

**Title:** Substitute Teacher

**Status:** Exempt Employee

**Reports to:** School Principal

**General Description:** The responsibility of the Substitute Teacher is to teach on behalf of the regular classroom teacher when they are absent.

### QUALIFICATIONS:

#### Spiritual

- Has received Jesus Christ as his/her personal Savior.
- Believes that the Bible is God's Word and standard in faith and daily living.
- Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct.
- Is a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Possesses spiritual maturity, academic ability and personal leadership qualities.
- Supports the school's mission, vision and core values.

#### Knowledge and Experience

- The ability to teach any subject and grade level required of them.

- A bachelor's degree (or higher) in Education, Oregon state substitute teaching license, or verifiable and adequate teaching experience required.
- Competent level of knowledge and skill in conducting an instructional experience.
- Skill in organizing and implementing classroom management and corrective student management.
- Shows a commitment to each student with unique backgrounds and characteristics; is enthusiastic and enjoys working with students.
- Works effectively with others and communicates well with students and staff.
- Welcomes counsel and constructive critique.

## **ESSENTIAL FUNCTIONS**

### **Spiritual Leadership**

- Reflects the purpose of the school which is to honor Christ in every activity.
- Models in speech, actions, and attitude, a consistent daily walk with Jesus.
- Have personal, professional and spiritual qualities of leadership that people respect and follow.
- Encourages students to accept God's gift of salvation and supports their growth in Christian faith.
- Respects professional ethics that require confidentiality concerning the sharing of information about students, parents or staff.
- Follows the pattern of problem-solving described in Matthew 18:15-35 in resolving conflicts involving students, parents, administration and staff.
- Establishes and maintains effective, Christ-centered relationships based on mutual respect and trust, working collaboratively with students, staff, and parents.
- Manifests, by words and example, a Christian role model to students both in and out of school, maintaining a caring professional relationship.

### **Position Responsibilities**

- Teaches and assumes all assigned duties on behalf of a regular classroom teacher when they are on absent.
- Reports to the school office at the beginning and end of the day.
- Adheres to the curriculum and lesson plans that are provided by the classroom teacher. Upon the event no lesson plans are provided, the substitute teacher manages and instructs students to the best of their knowledge in the subject they are substituting for.
- Maintains a safe and tidy classroom environment for students.
- Reports any incidents regarding safety and student behavior, in and out of the classroom.
- Provides classroom teachers with substitute notes summarizing student behavior, details of what was accomplished in each subject/period, and any additional feedback pertaining to the day.
- Upholds and enforces school rules, administrative regulations, and School Board Policies.

- Completes all trainings and background screenings by due date as assigned by Administration. Including, but not limited to, Child Abuse Identification and Prevention, Oregon State and Federal mandated trainings, and OSHA trainings.
- Performs other duties consistent with the position assigned as may be requested by the Administration.

### **Physical Demands**

Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

- Sit and Stand for extended periods of time.
- Exhibit manual dexterity to enter data into a computer.
- See and read a computer screen and printed material with or without vision aides.
- Hear and understand speech at normal classroom levels outdoors and on the telephone.
- Speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone.
- Physical agility to lift and move up to 25 pounds.
- Ability to bend, stoop, climb stairs and reach overhead.

**Note:** *This job description in no way states or implies that these are the only duties to be performed by this employee. This employee will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate school administrator. This is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Grace Cascade Christian Schools reserves the right to update, revise or change this job description and related duties at any time.*