



**bayarea**  
CHRISTIAN SCHOOL

## **Job Description**

**Position:** Substitute Teacher

**Classification:** Part Time, Non-Exempt

**Primary Reporting Relationship:** Division Administrator; Substitute Coordinators

**Secondary Reporting Relationships:** Head of School

**Ministry Areas:** Bay Area Christian School

**Interfaces:** Students, parents, administrators, staff, other stakeholders as appropriate

**Mission:** Providing quality Christian education impacting lives for now and eternity.

**Profile:** Our organization has a culture led by a collaborative and cohesive team that is dedicated to accomplishing our mission while living a lifestyle that demonstrates our **Values:**

- Gospel Restoration
- Spirit and Truth Empowerment
- Relentless Love
- Hands-On Service
- Kingdom Partnership

**Employee Profile:**

- Acceptance of and agreement with the Bay Area Church statement of faith and standard of conduct
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily

**Job Purpose:** The Substitute Teacher shall prayerfully help students, in the absence of their primary classroom teachers, 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.

**Major Responsibilities:**

- Reflect the purpose of the school which is to honor Christ in every class and in every activity
- Utilize substitute lesson plans left by teacher to ensure continued learning during times of absence
- Maintain a clean, attractive, well-ordered classroom
- Enforce rules of conduct by keeping proper discipline in the classroom and on the school premises for a good learning environment
- Represent the school in a favorable and professional manner
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration
- Lead students to a realization of their self-worth in Christ
- Know the procedures and instruct students in dealing with issues of an emergency nature including procedures for fire, storm, and lock down drills
- Perform any other teaching-related duties that may be assigned by the classroom teacher and/or administration

**Required Skills and Abilities:**

Minimum of 24 hours of college-level coursework completed

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. All physical requirements, job duties and abilities are subject to possible modification to reasonably accommodate individuals with a qualified disability.

1. The employee is regularly required to use their hands and fingers, to include: Fingering - picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling; Grasping - applying pressure to an object with the fingers and palm. Repetitive motion - substantial movements (motions) of the wrists, hands, and/or fingers.
2. Talking – the employee will be required to express or exchange ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
3. Hearing- the employee will be required to perceive the nature of sounds at normal speaking levels with or without correction. Employee will need to possess the ability to receive detailed information through oral communication, and to make the discriminations in sound.
4. Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Activities occur inside and outside, and the worker is subject to both environmental conditions.

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I have received, reviewed and fully understand the job description for the **Substitute Teacher** position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_