



**believers
day school**

Job Description

Substitute Teacher

Supervisor: Day School Senior Director

Overall Responsibility: Supervising the instruction and care of young students under direction of a lead teacher, and staying in communication with parents and the Day School Director.

Primary Responsibilities:

- Being a productive and positive team member
- Assist in carrying out lesson plans daily prepared by teachers
- Assist in preparation of daily activities
- Acting as a lead teach in the case of a lead absence
- Managing and maintaining a classroom
- Cleaning of day school spaces as assigned by the Director
- Other duties may be assigned by the Director

Basic Personal Responsibilities:

- Be comfortable with and promote Christian values while modeling those values in your life and work
- Be a seeker of spiritual growth in your own life

Required Experience:

- Experience working with children: 1 year

Please complete the attached application and return to Andrea May, Senior Director, either via e-mail at andrea.may@believersdayschool.org or delivering to the Day School between 7:00am-6:00pm Monday through Friday.

Believers Day School
4500 Peek Trail, Chesapeake, VA 23321
(757) 488-0494

EMPLOYMENT APPLICATION

Date: _____

Name _____

Address: _____ City _____ State: _____ Zip _____

Telephone: (h) _____ (w) _____ E-mail: _____

Length of time at address listed above: _____

Position desired: _____ Date available to start: _____

What hours and days are you available to work? _____

If hired, what salary or rate of pay do you expect to receive? _____

Are you legally eligible to work in the United States? Yes No
(Proof of eligibility will be required upon offer of employment)

Are you over the age of 18? Yes No
(If no, you may be required to provide authorization from a parent or guardian)

Have you ever applied to, or worked for, Believers Day School?
If yes, please give date: _____ Yes No

Educational Background

	Name/Location of School	Year Graduated	Degree	Areas of Concentration
High School				
College				
Other				

Employment History
(Please begin with most recent)

Employment Date(s)	Employer & Supervisor's Name	Address & Telephone Number	Job Title & Primary Responsibilities	Reason for Leaving

May we contact the employers listed above? Yes No

Please list any additional education, training, or skills that qualify you for the position to which you are applying.

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no contest?

Yes* No

*If "yes," please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application.

References

Please list three references (not related to you) that we may contact.

Name	Address and Telephone Number	Years Known/Relationship

Please provide any other information that you feel will help us in considering your application for employment:

Non-Discrimination Statement

Believers Day School does not discriminate against job applicants or employees on the basis of race, color, national origin, gender, disability, age, or veteran status.

Employment At Will

Employment with Believers Day School is “at will” and not by contract either expressed or implied. This means that if you become employed at Believers Day School, both you and the school are free to terminate the employment relationship at any time.

Certification and Release

By signing this job application, I certify that all the information I have provided is true and accurate to the best of my knowledge, and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give Believers Day School permission to contact my previous or current employers, references, schools, and others concerning the statements in this application, and I hereby release all parties involved from any liability as a result of such contact.

I understand that if offered a position with Believers Day School, I may be required to submit to a pre-employment medical examination, drug screening, and/or criminal background

check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to effect the results of these pre-employment tests will result in withdrawal of an employment offer or, if already employed, termination of employment.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date