

SUBSTITUTE TEACHER

POSITION OVERVIEW

The primary role of this position is work in the absence of the classroom teacher by managing the learning environment through aiding students in their daily tasks and helping to ensure the understanding of the subject matter being covered.

REPORTS TO:	POSITION PARAMETERS:
Head of School	Hourly (Non-Exempt) 12 Months Part-Time Depending on Need Rate of Pay: \$7.85 per hour

SPIRITUAL QUALIFICATIONS

- Accept & support Lakeview Christian Schools Statement of Faith, Vision, Mission, and Values.
- A clear Christian testimony of salvation, a mature godly spirit, and a lifestyle of biblical integrity.

POSITION SUMMARY These are illustrations of the various types of work performed.

KEY DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • Maintain the established policies, procedures, and routines of the school and classroom • Teaches subjects and classes using curriculum, supplementary materials, field trips, enhance learning, administers test as directed by primary teacher. • Direct the classroom, accomplishing curriculum objectives and goals outlined in the lesson plans • Take attendance according to the procedures of the school • Maintain a professional attitude in all manner of conduct with students, faculty, and parents
<p><i>As well as other duties as assigned related to the position.</i></p>

QUALIFICATIONS

POSITION QUALIFICATIONS	PREFERRED QUALIFICATIONS AND SKILLS
<ul style="list-style-type: none"> • High School Diploma • Experience related to instruction in an educational environment and/or education courses related to subject being taught. • Detail oriented and able to follow written and/or oral instructions. • Confidence and capability in giving instruction in the absence of the regular teacher. 	<ul style="list-style-type: none"> • Bachelor's Degree • Valid Indiana or ACSI Teaching License •
<ul style="list-style-type: none"> • Pass Indiana State Police background check and complete Protect My Ministry child abuse training and other training as designated by Lakeview Christian School Administration in a timely manner. • Must be a member in good standing of a local evangelical church and able to articulate agreement with LCS statement of faith, vision, mission, and values. 	