

**WESTMINSTER CATAWBA CHRISTIAN SCHOOL  
SUBSTITUTE TEACHER**

**REPORTS TO:** Principal

**POSITION OBJECTIVE:** To serve in a substitute capacity for teachers who are absent from their scheduled teaching assignments. In that role, the substitute will equip students with the knowledge and skills necessary to function as mature, responsible Christians in accordance with the school mission statement.

**QUALIFYING CHARACTERISTICS:**

- Establish positive relationships with all the varied members of the WCCS community
- Display an inherent passion for God, students, and teaching
- Demonstrate respect for others, especially students
- Exhibit professional discernment and good judgment
- Offer a godly example that honors school standards and expectations
- Address concerns and offer suggestions in an appropriate and confidential manner.

**EDUCATIONAL AND EXPERIENCE REQUIRMENTS:** The daily substitute must have a high school diploma; college degree preferred. Background and experience in an academic setting is desirable.

**DIRECT REPORTS:** none

**ESSENTIAL JOB DUTIES:**

- Model Christian character at all times and actively promote the educational philosophy of Westminster Catawba Christian School
- Exhibit the fruit of the Spirit in relationships with fellow teachers, supervisors, parents and students to promote harmony in the school body
- Accurately follow the prescribed learning experiences (lesson plans) that the regular classroom teacher has prepared
- Maintain an orderly classroom atmosphere, using consistent, kind, and firm discipline
- Take reasonable precautions to protect students, equipment, materials, and facilities
- Diligently monitor student behavior and be actively involved in keeping them on task for the day's assignments
- Maintain accurate and current pupil progress and attendance records
- Assume responsibility for books, materials, equipment, and supplies that belong to the school
- Adhere to the rules, regulations, and policies of the school as recorded in the faculty handbook or transmitted through the administrators.
- Be available to work on short notice

The above description covers the most significant duties performed, but does not exclude assignments not mentioned.

**PHYSICAL REQUIREMENTS:** Must be able to meet physical requirements of the position.