VALLEY CHRISTIAN SCHOOL SYSTEM
Job Description Form

Job Title: Substitute Teacher
Department: All Campuses (ES, MS, HS)
Reports to: Campus Administrator
Status: Non-Exempt Temporary
Position Type: On Call (Full & Partial Days)
Salary Range: $20 per hour/$120 per day (Long-term $150 per day)
Date Updated: 11/17/2022

Purpose Statement
The substitute teacher fills in when a teacher is unable to be in class. The substitute teacher ensures uninterrupted learning for VCS students.

Responsibilities
• Follow lesson plans provided by the Teacher
• Manage the classroom effectively to ensure students stay on task
• Adapt teaching methods to fit the needs of students
• Supervise students in and out of the classroom
• Provide in-class and at-home assignments based on the available lesson plan
• Exhibit Christlike behavior in all dealings with students, faculty, staff, and parents

Qualifications
• BA/BS degree required Education or related major preferred
• Passion for working with school aged children
• Experience working in an educational setting preferred
• Active membership/attendance at a Protestant Christian church (preferably CRC or RCA denomination) is required.
• Supports the Mission and Doctrinal Statement of Valley Christian Schools

PHYSICAL REQUIREMENTS
• This position involves prolonged sitting and standing
• Occasional bending, stooping, lifting, walking, and carrying up to 25 pounds
• Seeing, hearing, and speaking to teach and monitor the students

WORK ENVIRONMENT
• The typical work environment is a climate-controlled building with occasional outdoor duties in various weather types and temperatures.
• The noise level in the work environment is usually moderate to loud