

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