



# GRACE CHURCH AND SCHOOL

## JOB DESCRIPTION: JUNIOR/SENIOR HIGH SCHOOL SUBSTITUTE TEACHER

### SUMMARY

The Substitute Teacher is responsible for teaching, leading and directing the classroom in the absence of the regular teacher. The teacher will implement the school curriculum in all areas teaching from a Biblical worldview in accordance with the mission and purpose of Grace Church and School.

<b>Job Title:</b>	<b>JR./SR. High School Substitute Teacher</b>	<b>Job Status:</b>	<b>Part-Time</b>
<b>Department:</b>	<b>JR./SR. High School</b>	<b>Exempt Status:</b>	<b>Non Exempt</b>
<b>Reports To:</b>	<b>Dean of Academics</b>	<b>Salary Range:</b>	<b>\$25.00/hr.</b>

### *ESSENTIAL FUNCTIONS*

- Follow regular teacher's lesson plans in a way that ensures consistency and optimal learning, and that encourages students to participate
- Assign class work and homework as necessary, according to lesson plans
- Modify teaching styles to fit the learning styles of various students
- Maintain a well-managed classroom and positive learning environment
- Comply with all school regulations and policies at all times
- Take attendance and document daily notes
- Ensure classroom and work is kept clean and orderly

### *QUALIFICATIONS*

- Personal relationship with Jesus Christ and a demonstrable understanding of the gospel.
- Clear agreement with the doctrinal position of Grace Church and School and a firm commitment of a like-minded local church body.
- Functioning member of a local church
- Education: Bachelor's Degree
- Experience: 1-3 years of teaching experience
- Disposition that is professional and personable
- Excellent oral and written command of the English language
- Ability to compose, proofread and edit correspondence
- Exercise confidentiality, good judgment and discernment
- Service oriented and able to interface with many people is mandatory

### ***WORKING CONDITIONS***

- Working Environment: Typical classroom environment, with responsibilities that require the opening and locking of doors, and visiting other areas on campus
- The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.
- Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to physically move and model the essential movements required for teaching junior/senior high school students.

### ***ADDITIONAL INFORMATION***

#### Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with Grace Church and School policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment
2. Present verification of their identity and authorization to work in the United States
3. Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

Grace Church and School is an equal opportunity employer, and it is our policy to maintain a working environment free of discrimination, intimidation, and harassment. This means that Grace does not discriminate with regard to race, gender, national or ethnic origin, color, age, or disability, to the extent required by law. This commitment to equal treatment applies to all aspects of employment, including, but not limited to: selection, training, assignment, promotion, compensation, benefits, transfer, performance evaluation, administration of personal policies, discipline, and discharge. All applicants are extended an equal opportunity to gain employment, and all employees are extended an equal opportunity to progress in their fields of endeavor.

This policy does not waive the ministerial exceptions or any other exceptions to any state or federal legislation, including, but not limited to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and the Americans with Disabilities Act.

All Grace Church and School employees must agree with the Statement of Faith as expressed in Article III of the Bylaws. We expect all employees to show respect and sensitivity towards all other employees and to demonstrate a commitment to Grace's equal opportunity objectives. If you observe a violation of this policy, please report it immediately to Administration.

### ***APPLICATION PROCESS***

- Applications are located on the website at [www.gracebrethrenschools.com](http://www.gracebrethrenschools.com). Return completed application to [hr@gracebrethren.com](mailto:hr@gracebrethren.com).
- Selection Process: The Human Resources department will review all applications. Selected candidates will be invited to participate in a personal interview process at Grace Church and School. Any expense incurred in connection with these interviews will be the responsibility of the candidates.
- Application Procedures: All documents included in your application remain the sole property of Grace Church and School and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.