



Job Title: Substitute Teacher (Elementary & Middle School)

Description:

The Substitute Teacher is supervised by the principal. This position involves carrying out the full schedule(s) of the regular teacher for whom they are substituting. This includes out-of-class duties such as clubs, study halls, and any special duties regularly assigned to the absent teacher.

Candidate Profile:

- A commitment to Jesus Christ as Personal Savior
- Continuing evidence of spiritual growth
- Agreement with the Milpitas Christian School Statement of Faith and Foundational Documents
- Teaching credential preferred, BA/BS from an accredited university required
- Experience preferred

Essential Duties:

Daily Assignments (1-2 days):

- Operate within the established organizational pattern of the school
- Follow the instructional plans of the absent teacher as closely as possible
- Maintain age-appropriate classroom management and preserve a suitable learning environment
- Complete a daily report of lesson objectives addressed, behavior issues addressed or other relevant information
- Fulfill other duties assigned to the regular teacher
- Attend specific faculty meetings and trainings as requested by the principal
- Model, by word and lifestyle, the finest principles of Christian character

Short term (3 or more days):

- Complete all duties as described above in daily assignments
- Prepare for classes assigned, and show written evidence of preparation upon request of the Principal
- Correct student work and record grades
- Perform additional duties assigned by the principal as adjunct to their regular substitute assignments

ADA Physical Requirements:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, talk and hear. The employee must regularly lift and or move up to 10 pounds; frequently lift and/ or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.