

EL SOBRANTE CHRISTIAN SCHOOL

Candidate Profile

Job Title: Substitute Teacher

Spiritually

The candidate shall possess characteristics that reflect

- Acceptance without reservation El Sobrante Christian School's Statement of Faith.
- A strong, clear Christian testimony.
- A mature, godly spirit.
- A person of faith and prayer.

Professionally

The candidate shall

- Be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required.
- Be computer literate.
- Have good verbal and written communication skills.
- Possess organizational skills for detailed project assignments.
- Possess disciplined time management skills.
- Have integrity in dealing with confidential information.
- Have the gift of being flexible and supportive of job assignments.

Personally

The candidate's life shall reflect

- A lifestyle of biblical integrity.
- A spirit of dedication, commitment, flexibility, and responsiveness to needs.
- The ability to listen and respond to counsel.

Job Description

Purpose

Runs the absent teacher's class by following lesson plans, management procedures, schedules, and other processes laid out by the absent teacher and/or school administration.

Essential Job Results

- ❖ Follows teacher's written lesson plans and daily schedule.
- ❖ Consults principal or other staff members with questions.
- ❖ Complies with all ESCS policies and procedures (described in employment handbook).
- ❖ Completes a written summary of the day (provided at beginning of each substitute assignment).
- ❖ Maintains a classroom atmosphere conducive to student learning.
- ❖ Respects all students through words and actions.
- ❖ Conveys information to students by using language concepts, examples, demonstrations, and teaching aids, such as audiovisual equipment and computers.
- ❖ Maintains student learning results by providing instructional feedback; coaching, counseling, and disciplining students; planning, monitoring, and appraising learning results.
- ❖ Maintains records by documenting learning accomplishments, attendance, and behavior.
- ❖ Watches students carefully while in the classroom, at recess, in transition periods, etc.
- ❖ Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- ❖ Conserves resources by using equipment and supplies as needed to accomplish educational results.
- ❖ Contributes to team effort by accomplishing related results as needed.
- ❖ Promotes favorable image of the school, teachers, and staff members.
- ❖ Contributes to spiritual growth of the programs by example, personal and professional studies, and personal devotions and worship.