**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**Substitute Teacher**

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| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Status: \_\_\_\_\_\_Part-time\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Benefits: \_\_\_\_Non-Benefited\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Job Overview

The Substitute Teacher, in his/her ministerial role, is vital to the faith formation of the next generation and is responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, spiritual, and psychological growth. This person is responsible for carrying out an instructional program that will result in students achieving academic success in accordance with the goals and directives of the school. The position requires knowledge of school policy and organizational structure, a high level of technical skills, high levels of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

Authority, Accountability

Authority as delegated by the Board of Education and home teacher. Work is performed with minimal supervision. Assignments are performed essentially independently, referring problems, concerns, etc., to the supervisor for help. May supervise others.

Essential Job Functions

The Substitute Teacher’s responsibilities shall include, but are not limited to the following:

* Maintains and respects confidentiality of student and school personnel information
* Maintains a discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with school policies
* Ensures the adequate supervision to assure health, welfare, and safety of all students
* Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
* Reports to office upon arrival at school; checks mailbox of absent teacher for materials requiring immediate attention; requests clarification of school rules and procedures, if necessary
* Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible
* Implements lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate
* Organizes students for effective instruction
* Dismisses all students from the classroom before leaving the building
* Completes a Substitute Teacher Report Form for the regular classroom teacher
* Collects and places students’ papers in regular teacher’s desk
* Returns instructional materials, equipment, and keys to proper place
* Determines if his/her services will be required for the next school day
* Complies with and supports school regulations and policies
* Models non-discriminatory practices in all activities
* Maintains a Christian environment in the classroom
* Performs other related duties as assigned by building administrator(s) in accordance with school policies and practices

Qualifications:

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively

Education/Experience

* Education equivalent to graduation from an accredited high school or General Education Certificate (GED).
* A willingness to share their Christian testimony and instruct others in the faith
* Operational knowledge of the Internet and web-related technologies
* Biblical knowledge required

Knowledge and Skills

* Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students
* Must have the ability to maintain effective classroom management strategies
* Possesses strong oral and written communication skills
* Works independently with little direct supervision
* Works as part of a team
* Accepts responsibility and is self-motivated
* Demonstrates strong work ethic to achieve school goals
* Displays effective multi-tasking and time management skills

Physical Requirements

* Must be able to read, speak, hear and write
* Must be able to effectively communicate both orally and in writing
* Some bending, kneeling, carrying of light items, etc. required
* Frequent walking, standing, stooping, lifting up to approximately 30 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds may be required
* Tasks may involve extended periods of time at a keyboard or workstation
* Some tasks require visual perception and discrimination

Working Conditions

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well lighted and ventilated. Occasional travel with students on field trips may be necessary.

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