



Position Description for
Substitute Teacher

North Heights Vision: **Find Faith. Discover Purpose. Live Eternal Significance.**

Led by the Holy Spirit, North Heights equips all people to find faith in Jesus, discover their God-given purpose and equip them to lead lives of eternal significance.

We are looking for staff to join us in this vision.

Title: Substitute Teacher

Reports to: North Heights Christian Academy Principal

Employment Status: Full-Time

3 Imperatives:

- Belief that Jesus is the one and only Son of God and the only name that can save a human being. Be filled with the Holy Spirit and demonstrate the use of spiritual gifts.
- Committed faith in Jesus.
- Build Christian Character in students.

Summary of Position: The successful candidate will work as a member of our school team to engage and disciple students. They will teach a full curriculum, as laid out by the absent teacher, helping all students to meet or exceed standards. They will teach thoroughly and consistently, following the lesson plans and instructional materials for the betterment of their students. They will create engaging and challenging learning experiences to utilize all time available for instruction. They will conduct assessment of their students learning, and modify methods as needed to best grow their students understanding, conducting individual and/or small group instruction as needed. The successful candidate will desire to continue learning and be willing to engage in training or attend professional development in the field to both maintain licensure and improve instruction. They will organize and maintain careful and clear records of their students' progress for the teacher's return. They will effectively communicate with other staff in the building. Finally, they will provide active supervision of the students in all activities, instruction, or other times when they are in charge of students.

Minimum Qualifications: State accreditation and/or Relevant Degree. Candidates must hold or be able to obtain Minnesota License Tier 1,2,3 or 4 in any licensure area, or hold and maintain a

short or long term substitute State of Minnesota encompassing the teaching assignment, or as an endorsement.

Duties/Areas of Responsibility:

- Adhere to staff core values
- Adhere to the Constitution and Bylaws of North Heights
- Establish and manage measurable quarterly goals that are in alignment with our vision
- Performs other duties as assigned that further the vision of North Heights

Knowledge, Skills & Abilities Required:

- A good grasp of the Bible and a belief that the Bible is the inspired Word of God
- Ability to work with a team.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- A successful candidate will work as a member of our school team to engage and disciple students.
- The candidate will have a positive mindset for helping all children learn, and will love teaching children.
- Knowledge of effective classroom management, proactive pedagogical approaches, and instructional best practices are essential.
- Ideal candidates will have a strong understanding of developmentally appropriate teaching practices, will understand and incorporate literacy skills into the daily routine, and will be familiar with teaching to reach a standard. \
- Strong technology skills and a willingness to work in a collegial environment, as a collaborative team member, are a must.

Optional but Desired: National Board Certified, ACSI Certified, Masters Degree, Willingness to coach/advise/serve in other school related programs or activities to include before/after school childcare, sports, activities, etc.

Outcomes Required: Ensuring each student being instructed attains mastery of the approved NHCA curriculum and standards.