



**POSITION TITLE:** LONG-TERM SUBSTITUTE TEACHER  
**REPORTS TO:** PRINCIPAL- DR. JACOB HOLLATZ/JODI HOLTE  
**FLSA STATUS:** PART-TIME/AS NEEDED BASIS  
**DEPARTMENT:** SCHOOL  
**PAY RANGE:** \$160/DAY- PRO-RATED FOR ½ DAYS

**SUMMARY:** Exemplifies the Christian philosophy of St. John's Lutheran Church mission statement in all aspects of day-to-day duties and responsibilities. Covers the daily aspects of the Teacher during their absence. Supports and provides growth opportunities for students under the guidance of the school principal.

## POSITION ESSENTIAL RESPONSIBILITIES:

- Demonstrates values and attributes in connection with the faith being taught by St. John's Lutheran Church, with the purpose of being a role model to students and their families.
- Works within policies, procedures, deadlines and practices of St. John's Lutheran Church and School
- Teaches students using hands-on learning activities and administering assessments as needed.
- Communicates confidential student information or concerns only to appropriate school staff or parents.
- Supervises students on the playground and in lunch areas; ensures appropriate student conduct and response to accidents and discipline problems in accordance with established procedures.
- Is proactive and self-motivated, demonstrates initiative that results in the education of students and the betterment of St. John's Lutheran School.
- Contributes to a cohesive and productive/positive work environment.
- Exhibits punctuality and adherence to St. John's Lutheran Church and School dress code.
- Develops lesson plans in coordination with teaching team.
- Teaches lessons to students according to common learning standards.
- Manages classroom behavior and atmosphere in a consistent Christian manner.
- Grades students work as needed and able.
- Submit grades in accordance with the assistant principal.
- Performs additional duties as assigned.

## KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Bachelor's degree in education, Child Development, or areas of specialization preferred.
- California teaching credential preferred
- **Intermediate Language and Communication Skills** - Able to communicate effectively to the right level in writing and verbally in a kind manner. Keeps management informed of immediate issues concerning technology and curriculum as they arise. Strong classroom management. Able to build bridges and strives to build healthy relationships with everyone. Patient, intuitive, creative, problem solver who will "lead-up" and "lead-down".
- **Advanced Reasoning Ability** – Able to be strategic and intentional – know the "why's" behind the "what's". Proactive and productive with strategies in place for proactive planning into the future.

Creative in problem solving.

- **Intermediate Organizational Skills** - Able to self-direct daily work to maximize effectiveness and responsiveness. Organizes work time to effectively manage multiple priorities, allots time for relationship building, creates overarching instructional technology strategy.
- **Intermediate Technology Skills** - Working knowledge of email, MS Office, use of web-based tools, troubleshooting and end-user computing, network systems.
- **Certification / License** - Valid teaching credential or state certificate/license preferred. CPR/First Aid Certified; Mandated Reporter

**PHYSICAL DEMANDS / WORK ENVIRONMENT:**

- Frequently engaged in standing, walking, sitting, use of hands/arms and talking and hearing.
- Occasionally engaged in climbing, stooping, kneeling, and crouching.
- Frequently engaged in lifting up to 50 lbs.
- Must be able to see clearly at both close and far distances (20 feet or more). Must have the ability to see using peripheral vision and depth perception.

Employee Name:	
Employee Signature:	Date:
Supervisor/Manager Name:	
Supervisor/Manager Signature:	Date: