

# JOB

# DESCRIPTION



28986 SE Haley Rd Boring, OR  
97009

P: 503-663-5050

F: 503-633-7760

<b>POSITION TITLE:</b>	Substitute Teacher
<b>DEPARTMENT:</b>	Good Shepherd School
<b>SUPERVISOR:</b>	School Principal
<b>TIME COMMITMENT:</b>	Varies (half-day, full-day, short-term, long-term)
<b>CLASSIFICATION:</b>	Non-Exempt Hourly Substitutes/Temp <b>4N</b>

## POSITION PROFILE:

This position at Good Shepherd School exists to fill in and teach for a teacher who is unable to work due to illness, vacation, personal or professional reasons.

## SKILL SET:

- Follow given lesson plans
- Manage classroom behaviors in a Christ-focused manner
- Teach lessons in a creative and engaging manner
- Correct assignments as needed
- Good communication with teacher, students, parents, and principal as needed
- Good organization
- Flexibility

## EXPERIENCE QUALIFICATIONS:

- Personal relationship with Jesus Christ
- Education background
- Teaching or substitute teaching experience preferred

## DUTIES & RESPONSIBILITIES:

- Arrive on time
- Follow the given lesson plans
- Strive to maintain the expectations of the class but also be able to bring your touch to foster connections with students and keep them engaged in learning
- Be present for afternoon carpool
- Leave clear communication to the teacher as to what material was covered and how the day went
- Correct assignments as needed

## SPIRITUAL RESPONSIBILITIES:

- Exhibits an authentic relationship with Jesus made evident by a Christ-following lifestyle.
- Ensure that all actions performed within the context of this job position accomplish and further the mission, vision, and values of Good Shepherd Community Church.
- Adhere to the Statement of Faith as established and approved by Good Shepherd Community Church elders.

## ADDITIONAL NOTES:

- Prefer regular attendance at Good Shepherd Community Church.

- Complete Ministry Certification, which will include a criminal background check, as part of hiring process.

**DISCLAIMERS:**

Other duties may be added or changed as needed. This job description does not constitute a contract for employment.

PROPOSED   APPROVED BY:	<b>Debbie Booth</b>	DATE:	<b>12/14/2020</b>
REVIEWED BY:	<b>Tanya Atkins</b>	DATE:	<b>11/10/2021</b>