



JOB DESCRIPTION

Position Title:	<u>K-12 Floating Substitute Teacher</u>
Reports to:	Building Principal
Evaluated by:	Building Principal
Department:	District
Hours:	40 hours/week
Job Status:	Temporary (Remainder of 2021/2022 School Year)
Exempt/Non-Exempt:	Non-Exempt
Salary:	Hourly
Position Category:	Educational Support
Paid sick days:	N/A
Paid Holidays:	N/A

Qualifications:

1. Required Bachelor's degree
2. Teaching Experience preferred
3. Experience with G Suite for Education, GoGuardian, Planbook, TADS preferred | training will be provided
4. Experience with Mac and PC computer technologies
5. A personal relationship with Jesus Christ and commitment to Christian education
6. Regular worshipping member of a Bible-believing Christian church
7. Ability to relate to students, staff, and families within the school community.
8. Committed to the mission of The Potter's House School

Primary Job Responsibilities:

Overall Goal - Achieve the mission of the school and assist in the improvement of the quality of instruction for in-person and remote learners. Responsible for providing district-wide substitute coverage. May include stepping in as a paraprofessional, instructional paraprofessional, or full-classroom teacher in the absence of the regular teacher or paraprofessional. Also, will include instructing students, facilitating student learning, providing general assistance and support either school building as directed by the building administrators as needed for student supervision and instructional needs.

Roles and Responsibilities

- Attend and participate in daily faculty and staff morning prayer
- Provide direct instruction on behalf of teachers as a substitute teacher. Provide instruction to students as outlined in lesson plans and use materials provided to attain lesson objectives. Create and uphold a classroom environment that is conducive to learning.
- Provide one-on-one academic support at the discretion of the direct supervisor.
- Maintain the established routine of the school and classroom procedures and take all necessary precautions to protect students, equipment, materials, and facilities.
- Perform all other duties as assigned by the direct supervisor.

To apply, please send your letter of interest, resume, 2 letters of reference, and completed [application](#) to The Potter's House School; Attn: Mark Ponstine; 810 VanRaalte Dr. SW Grand Rapids MI 49509; or e-mail mponstine@tphgr.org noting the position title in the subject line.