



JOB DESCRIPTION

Position Title:	HIGH SCHOOL LONG-TERM SUBSTITUTE TEACHER
Reports to:	High School Principal
Department:	High School
Hours: Full-Time:	High School Calendar, 7:30 AM-4:00 PM
Exempt/Non-Exempt:	Non-Exempt
Salary:	Hourly, not to exceed 40 hours per week
Benefits:	As offered per personnel policies
Position Category:	Substitute Teacher
Position Calendar:	School Schedule (68%)

Summary

A Potter's House teacher is committed to fulfilling the mission and vision of the school. The role includes all aspects of planning, organizing, and implementing an appropriate instructional program that guides and encourages students to become resilient followers of Jesus who are equipped to serve God and society to their fullest potential.

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

Characteristics of Professional Excellence for Faculty

The faculty of The Potter's House commits to these characteristics as the foundation of our efforts to serve the needs of our students, colleagues, and school:

1. Follow Jesus passionately.
2. Reliably accomplishes the foundational and universal responsibilities of the teaching profession.
3. Cooperates with colleagues and stakeholders, embracing differences with Christ-centered hospitality.
4. Ensures that all students are growing as learners by implementing pedagogical tools that attend to a wide range of learning and language needs.
5. Pursues mastery of the content in every assigned course and continuous improvement in teaching.
6. Develops deep, effective, and professional relationships with students.
7. Embodies the mission and vision of the 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 high school 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.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This Job Description has been reviewed for accuracy by administration and HR and is compliant with EEOC and ADA requirements.

Employee: _____ Date: _____