



Substitute Teaching

A Potter's House substitute teacher is committed to fulfilling the mission and vision of the school. The role includes all aspects of implementing the instructional plans provided. The Potter's House does not work with a substitute fulfillment company. We call/text subs as needed, and payment is processed through the school payroll.

Are you a TPH parent? You can make pre-tax payments on tuition through the school payroll system!

Qualifications

1. Personal relationship with Jesus Christ and committed to Christ-centered education.
2. Education: Bachelor's degree (preferred); valid or expired teaching certificate (preferred); or 30 college credit hours (required).

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. Follows 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

A Substitute Teacher, teaches and supervises students when their regular teacher is unable to lead class. Their duties include managing classroom behavior, quickly interpreting lesson plans and creating reports to inform the students' permanent teacher of their success. Some of the Substitute Teacher's duties and responsibilities include:

- Follow lesson plans provided by the regular Teacher to create a cohesive and consistent learning experience for students.
- Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment.
- Adapt teaching methods to fit the needs of each individual student.
- Supervise students in and out of the classroom, including in the halls, during lunch, and on the playground.

To apply, please send your [application](#) to: The Potter's House; Attn: Sandy Gardner; 810 VanRaalte Dr SW, Grand Rapids, MI 49509; or email noting the position in the subject line to sgardner@tphgr.org.