

Salem Baptist Christian School  
Substitute Teacher Job Description

*Let everything you do and say here reflect your faithful commitment to serve Jesus Christ excellently.*

Qualifications:

- High school diploma
- Bachelor's degree in teaching is preferred
- Experience working with 4-18 year olds
- Detail oriented and able to follow written and verbal instructions
- Excellent communication and interpersonal skills
- Consistent Christian walk with the Lord, including daily time with the Lord and consistent church attendance

Description:

- Be in the classroom on time
- Take attendance
- Adhere to the curriculum and lesson plans assigned by the classroom teacher
- Follow procedures and achieve lesson goals
- Assign and explain classwork and homework assignments
- Oversee students outside of the classroom including in the hallways and cafeteria
- Comply with all school regulations and policies at all times
- Ensure classroom and student work is kept clean and orderly
- Enforce the normal classroom policies and discipline routines
- Leave a summary of the day for the classroom teacher