

# Ventura Missionary School

## Substitute Teacher

### Job Description

**Job Title:** Substitute Teacher

**Reports To:** Vice Principal

**Classification:** Part Time – Non-Exempt

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### Job Description

The Substitute Teacher's role at Ventura Missionary School is to live and share the transforming love of Jesus while carrying out the lesson plans of the teacher for whom they are substituting. Each day and classroom may be slightly different. Each day's duties will be defined by Ventura Missionary School administration and the classroom teacher and will need to be administered during the substitute teacher's day. The substitute teacher will be expected to nurture and serve the students under their care in a manner like that of the regular classroom teacher.

### Primary Responsibilities

*This is a working list and may be adjusted at any time by the supervisor.*

- Implement the lesson plans left by the teacher
- Instruct the students during the designated classroom time according to the regular teacher's schedule
- Establish and maintain an orderly classroom
- Maintain a classroom culture that demonstrates love to all students
- Uphold school rules and noted classroom rules
- Develop a cooperative relationship with other teaching, yard duty, and office staff
- Report to the Vice Principal or Principal and leave notes for the classroom teacher about any elevated discipline concerns or unusual student behavior
- Daily report to the main school office upon your arrival and departure

### Qualifications and Gifts

- College Graduate (exceptions must be approved by the principal)
- Certified teacher preferred (or in the process of obtaining a credential)
- Have a personal relationship with Jesus as Lord and Savior, believe that the Bible is God's Word and standard for faith and daily-living, and be a Christian role model in attitude, speech, and actions towards others
- Be committed to God's Biblical standards for sexual conduct
- Be or be willing to become a member of Ventura Missionary Church and agree with the Church's Statement of Faith
- Spiritual gifts that are consistent with this role are: Leadership, Pastor/Shepherd, Teaching, Administration, and Encouragement
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go" - Proverbs 22:6

*The School Administration, as deemed appropriate, may add other qualifications.*

## **Knowledge, Skills and Abilities for this Role**

- Problem-solving and conflict resolution techniques
- Compassionate and caring
- Demonstrated ability to understand and relate to children, their families, and other leaders
- Demonstrated ability to lead and help create a healthy environment for children
- Operate in a team environment, often working cross-functionally with other team members

## **Relationships**

This position will report directly to the Vice Principal and work alongside the grade level teacher, and yard duty and office personnel.

## **Minimum Job Qualifications**

- Successful completion of fingerprinting process and criminal background clearance

## **Selection Process**

The Principal will supervise the selection process for this position, in collaboration with the Vice Principal and HR Department.

## **Compensation**

The compensation for this position will be determined based on the established daily rate (7:45 am-2:45 pm). Anytime a substitute teacher works less than a full day, the portion of the day they work will be prorated.

Pay Rate: \$170/full day

## **Appraisal and Review**

This position will receive a 90-day review and an annual review from the Dean of Academic Affairs. The reviews will be in a written form, using a review document approved by the HR Department. Each review will (1) set objectives and goals for the coming year, and (2) review performance and ministry objectives from previous year.

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This job description was last reviewed on 07/24/2023