



James Island Christian School

James Island Christian School Job Description – Substitute Teacher

Spiritual Qualifications:

A teacher at James Island Christian School is a professed believer in Jesus Christ. He/she believes that the Bible is God's Word and the standard for daily living. The JICS teacher is equipped with spiritual maturity, academic ability, and leadership qualities to nurture and grow students spiritually, academically, physically, and emotionally for life and eternity. The JICS teacher must be in direct alignment with the school's mission, philosophy, and statements of belief.

The substitute teacher shall:

I. Provide instruction for the assigned students, grades, and subjects by

- Using effective oral and written communication
- Exhibiting a rapport and understanding of students
- Delivering instruction that is effective and varied
- Engaging students in active learning

II. Manage the learning environment by

- Maintaining a safe classroom environment
- Establishing a classroom environment conducive to learning
- Using time efficiently with both instructional and non instructional tasks
- Redirecting students from inappropriate to appropriate behavior, or from off task to on task behavior
- Being flexible as you may need to teach multiple different classes in one day

III. Follow professional practices in adherence to school policies by

- Fulfilling morning, lunch, and afternoon duties as assigned
- Helping support the front office staff as needed
- Fulfilling carpool, hall, parking lot, and restroom duties as assigned

- Quickly adapting to teaching various grades and subject matters
- Supervising students outside the classroom
- Interacting in a Christlike manner toward students, parents, and colleagues
- Communication with parents and administrators in a timely manner
- Maintaining confidentiality of student information
- Attending required faculty and worship meetings
- Adhering to JICS teacher expectations as defined by the staff handbook
- Maintaining regular and prompt attendance
- Consistently modeling Christ for students

IV. Grow professionally by

- Participating in required staff development sessions
- Focusing on individual spiritual growth by regularly engaging in a personal Bible-centered devotional and prayer time

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