

**Position Description**

**Qualifications:**

- Born-again Christian
- In agreement with the DMCS Statement of Faith
- Active member/regular attendee of an evangelical church
- Applicable Iowa License
- Minimum of a BS/BA

**Position:**

- As needed

**Reports To:** Principal

**Direct Report:** None

**Personal Profile for all DMCS Employees:**

- I. Committed to growth in the development of a Biblical Worldview
  - Displays a spiritually mature Christian role model in attitude, speech, and actions
  - Shows by example the importance of Scripture study, prayer, witnessing, and unity in Christian fellowship
  - Meets everyday stress with emotional stability and optimism
  - Displays a friendly, approachable, courteous, flexible, and self-controlled attitude
- II. Committed to Christ-centered education and the mission of DMCS
  - Understands the importance of this position in fulfilling the mission and vision of the school
  - Submits and is loyal to constituted authority with a teachable spirit
  - Refrains from gossip with or about other employees or constituents of the school
  - Represents the school in a favorable, professional manner to its constituency and the public
  - Maintains a personal appearance in accordance with school policy
  - Follows the Matthew 18 principles in dealing with conflict
  - Loves children and serves with joy and energy
  - Committed to hard work and desires to meet or exceed expectations

**Professional Profile:**

- Demonstrates competence in content knowledge appropriate to the teaching position
- Demonstrates competence in planning and preparing for instruction
- Uses strategies to deliver instruction that meets the multiple learning needs of students
- Uses a variety of methods to monitor student learning
- Demonstrates competence in classroom management
- Engages in professional growth
- Fulfills professional responsibilities established by the school district
- Demonstrates consistent spiritual leadership in the classroom and school through biblically directed, Christ-centered education

**Responsibilities:**

**General:**

- Completes substitute training prior to substituting in the classroom
- Is punctual
- Sign in and out on the payroll system in the appropriate department
- Maintains confidentiality

**Elementary:**

- Follows lesson plans left by the classroom teacher
- Follows classroom procedures– attendance, lunch count, other duties
- Leaves comments for the classroom teacher

**Secondary:**

- Follows lesson plans left by the classroom teacher
- Follows classroom procedures– attendance, lunch count, other duties
- Leaves comments for the classroom teacher
- Leaves passes received from students for the classroom teacher

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_  
Substitute Teacher

\_\_\_\_\_  
Principal