



Job Description

Position Title: Substitute K-12 Teacher

Position:

- This position serves as a substitute teacher in any K-12 grade level.

Reports To: Principal

Direct Reports: None

Qualifications:

- Applicable Iowa License.
- Minimum of a BS/BA.
- Born-again Christian.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview.

Professional Profile:

- Committed to the mission of DMCS.
- Demonstrates technology skills appropriate for the grade level and subject areas.
- Characterized by integrity.
- Maintains confidentiality.
- Models Christ-like behavior in word and behavior both in and out of the classroom.
- Demonstrates consistent spiritual leadership.
- Demonstrates excellence in communication.

Responsibilities:

- 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 if applicable
- Sign in and out on the payroll system in the appropriate department
- Maintains confidentiality

Date: _____

Signatures: _____
Teacher

Principal

Revision Date: 11/2017