



BRENDA BARTON
ELEMENTARY PRINCIPAL

DAVID GANTT
MIDDLE SCHOOL PRINCIPAL

Job Description - Substitute Classroom Teacher

A. Qualifications

- a. The Substitute Classroom Teacher at Lakewood Christian Schools shall have accepted Jesus Christ as Lord and Savior.
- b. He/She shall be active in a local evangelical church.
- c. He/She shall have a degree from a 4-year university.
- d. He/She shall have completed a background check.
- e. Desired but not required: Pass the CBEST, and possess CPR certification.

B. Purpose and Scope

- a. To provide classroom instruction to students in the absence of the regular classroom teacher under the direction of the school principal.

C. Areas of Responsibility

- a. The Substitute Classroom Teacher is in charge of the daily classroom and students assigned to the classroom. Specific responsibilities include but are not limited to:
 - i. Follow all instructions left by the classroom teacher.
 - ii. Teach subjects and classes as assigned using the curriculum, supplementary materials to enhance them.
 - iii. Maintain proper classroom discipline, taking care of minor problems personally and referring major problems to the principal.
 - iv. Be available to parents or students who wish to have a brief meeting after school.
 - v. Observes the Matthew 18 principle in conflict resolution. Avoids a negative, critical spirit. Take problems to the school administrator as necessary.

D. Relationships:

- a. The Substitute Classroom Teacher is responsible directly to the LCS School Principal and accountable to all LCS personnel policies and procedures set forth by the school board.

E. Terms:

- a. A Teaching position is a 1 year, as needed position which follows the academic calendar.