

Immanuel Lutheran Church & School Job Description

Preamble: It is understood that all who are employed at Immanuel Lutheran Church and School agree to support and work towards the fulfillment of the congregation's mission and vision as set forth in the personnel policies.

Job Title: Teacher (Substitute)

Reporting To: Early Childhood Director (PS - PK) or Principal (K-8)

Status: Non-Exempt • Temporary

Salary: According to the established half-day (≤4-hours) or full-day (>4-hours) rate

Employment Term: This 10-month position follows the school calendar as approved by the Board of Christian School starting on or around August 9th and ending on or around June 9th annually.

Purpose of the Position

- To teach the Word of God and the required curriculum for the assigned class in the absence of the regular teacher.
- To assist the Early Childhood Director and/or Academic Principal in establishing a Christian learning environment in the school in the absence of the regular teacher.

Academic / Professional Qualifications

- Professional Educators License from the Illinois State Board of Education or taking steps toward such licensure
- A Bachelor's Degree or Master's Degree in Education preferred
- Certificate of Completion: GCN Training – Guide for Substitute Teachers
- Member in good standing of an LCMS congregation preferred
- LCMS Rostered Worker (or Roster Eligible) preferred
- Positive Christian role model

Key Competencies & Skills

- Verbal and written communication skills
- Professional personal presentation
- Organizing and planning
- Problem solving
- Attention to detail
- Initiative
- Reliability
- Personal emotional management
- Ability to work as part of a team
- Knowledge of school emergency, disciplinary, and health procedures and regulations

Work Schedule

- Substitute teachers are scheduled to work as needed in accordance with the absence of a regular teacher.
- Substitute teachers are to arrive a minimum of 25-minutes before the start of the school day (or as soon as possible when sufficient advanced notice is not feasible).
- Substitute teachers are to stay a minimum of 10-minutes after school is dismissed for the day.

Essential Duties & Responsibilities

- Review the lesson plans, instructions and materials provided by the regular teacher in the substitute teacher folder.
- Carry out the program of study prescribed in the lesson plans and maintain as fully as possible the established routines and procedures of the school and classroom where assigned.
- Relate instruction to the Christian objectives in the school.

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Essential Duties & Responsibilities - continued

- Communicate effectively with students, commending and reinforcing good conduct and achievement.
- Communicate effectively with parents, both in written form and in personal contact when necessary.
- Use wholesome techniques that help establish a classroom environment conducive to learning.
- Maintain effective Christian discipline in the classroom.
- Keep the classroom appearance neat and orderly (i.e. straighten desks and chairs, wipe whiteboards).
- Record and report student attendance in accordance with school procedures
- Carry out the duties assigned to the regular teacher for the school day; these include playground, lunchroom, hallway and other supervision as assigned by the Early Childhood Director or Academic Principal.
- Maintain the confidentiality of any information (written, verbal or other form) obtained during the performance of one's duties including information about students, their families, other employees and all school business.
- Record hours worked by scanning in and out at the beginning and end of each work day in the school office.
- Provide the regular teacher with a daily summary report including, but not limited to, comments on student conduct, absences, progress on lesson plans, and assignments given/completed.
- Complete other duties as directed by the Early Childhood Director, Academic Principal or School Board.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.