

## **Substitute Teacher K-12**

### **Job Summary:**

As a Substitute Teacher at Life Christian School, you will be responsible for providing instructional support and classroom management in the absence of the regular classroom teacher. You will ensure that students continue to learn and make progress in their academic pursuits, while maintaining a safe and positive learning environment.

### **Responsibilities:**

- Deliver lessons and instructions according to the plans left by the regular teacher, in a clear and concise manner.
- Follow classroom routines and procedures, including attendance, grading, and discipline policies.
- Adapt lesson plans to meet the needs of students with varying levels of ability and diverse backgrounds.
- Manage classroom behavior to ensure a safe and positive learning environment.
- Monitor student progress and provide feedback to regular classroom teachers, as required.
- Provide support and assistance to students with academic, emotional or behavioral challenges, as needed.
- Communicate effectively with school staff, including administrators, regular classroom teachers, and support staff.
- Maintain a professional demeanor and positive attitude with students, colleagues, and parents/guardians.
- Attend staff meetings and professional development opportunities, as required.

### **Qualifications:**

- Relevant experience as a substitute teacher or approved references.
- Knowledge of instructional strategies and classroom management techniques.
- Excellent communication and interpersonal skills.
- Ability to work effectively with diverse student populations and in a team-oriented environment.
- Flexibility to adapt to different teaching styles, grade levels, and subject areas.
- Availability to work on short notice, and ability to manage multiple assignments simultaneously.
- Willingness to undergo a background check and adhere to district policies and regulations.

### **Physical Requirements:**

- Ability to stand, walk, and move around the classroom and campus for extended periods of time.

- Ability to lift and carry up to 25 pounds, such as textbooks or instructional materials.
- Ability to see and hear clearly, and communicate effectively in person and over the phone.
- This job description is not intended to be all-inclusive. Employees may be required to perform other duties as assigned by the school principal or designee.

**Please submit resume and cover letter to [lcs@lcsliions.org](mailto:lcs@lcsliions.org)**