

**NORTHWEST CHRISTIAN SCHOOLS, INC.**  
**5104 E. Bernhill Rd., Colbert, WA 99005**  
**(509) 238-4005; FAX (509) 238-2242**  
*(December, 2000)*

**SUBSTITUTE TEACHER**  
*Job Description*

**General Area of Responsibility**

Substitute teachers play a vital role in keeping the educational program going strong when classroom teachers are absent due to illness or personal leave.

**Line of Responsibility**

Reports directly to the individual classroom teacher and Identity Administrator.

**Qualifications**

- A personal relationship with Jesus Christ and regularly attend a Bible-believing church that agrees with NWC's Statement of Faith.
- Current Washington State Teaching Certificate
- Demonstrate classroom management skills to reinforce the academic program.

**Specific Responsibilities**

- Arrives early enough to pick up keys and the substitute folder in the office to become oriented in the classroom, emergency procedures, seating charts, routines and rules and lesson plans.
- Teaches classes as assigned following lesson plans of the absent teacher.
- Integrates Biblical principles and Christian philosophy of education throughout the lessons.
- Keeps proper discipline in the classroom and on the premises for a good teaching environment.
- Is aware of the emergency procedures of the school, including evacuation paths and drill protocol.
- Informs the teacher and administration (through the daily report) of the progress of the class and of any difficulties encountered.

**Note:** Usually substitutes are only in the classroom for a day or two, however, in the case of an extended illness, surgery or pregnancy, arrangements for long-term substitutes are made.

**Salary and Work Schedule**

- Salary Range: \$105/day
- Work Schedule based on needs for the individual teacher or other arrangement to be discussed upon substitute request.