

Substitute Elementary Teacher Job Description

Reports To: Elementary Principal, Christ Lincoln Schools

Status: Temporary, as needed

Job Overview: The Substitute Elementary Teacher provides temporary classroom instruction, manages daily activities, and ensures a safe and engaging learning environment in accordance with the teacher's plans.

Responsibilities and Duties:

- Implement the absent teacher's lesson plans to maintain instructional continuity.
- Maintain discipline and ensure a safe, respectful, and productive classroom environment.
- Teach assigned subjects or activities effectively, adapting to the needs of students.
- Take and record student attendance accurately.
- Adjust plans as needed to fit the day's schedule or address unexpected situations.
- Monitor students during classroom activities, recess, lunch, and transitions between classes.
- Relay importation information or updates to the regular teacher via written notes or reports.
- Foster a positive and engaging learning atmosphere to keep students on task.
- Follow school policies and procedures to ensure the physical and emotional safety of all students.
- Communicate with staff and administrators as needed to align with school expectations and resolve issues.

Qualifications

- Bachelor's Degree in Elementary Education
- Valid Nebraska Teaching License

Spiritual Gifts:

- Teaching
- Shepherding
- Exhortation

Skilled In:

- Patience
- Problem-Solving
- Engagement

Personal characteristics:

- Dependable
- Compassionate
- Flexible
- Adaptable