



## **SUBSTITUTE TEACHER/AIDE POSITION**

Position Status: Casual (On-call)  
Supervisor: Principal/Director

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### **Purpose:**

The purpose of the NHCS substitute teacher is to implement the lesson plans of the absent teacher while upholding the standard of providing a Christ-centered learning environment that inspires students to become life-long learners and effective communicators who will impact the world for Christ.

### **Key Responsibilities**

- Establish and maintain a learning center environment that supports growth and development of children.
- Use effective classroom management to deliver the best experience for the student.
- Plan and conduct developmentally appropriate daily activities for children, including written lesson plans according to established schedules.
- Plans excursions as required by group needs under the direction of the Principal.
- Use group management and discipline that is positive, appropriate and consistent.
- Observe, record, and report significant individual and group behavior (portfolios, assessments).
- Display teaching excellence for other staff: role model, share professional and technical information.
- Strong planning and organizational skills, having the ability to handle multiple tasks independently with accuracy, speed and composure.
- Is responsible for excellent oral and written communications to parents, students and staff, through conferences, formal and informal meetings, notes, newsletters, end of year written report on children and injury reports as needed.
- Establishes a safe and healthy nurturing environment for students.
- Demonstrates strong interpersonal skills, working positively and sensitively with staff, clients, visitors and volunteers.
- Keep the environment clean and orderly, sanitize and organize toys, wipe tables and chairs. Setup and breakdown classroom as necessary.
- Relate joyfully and sensitively to children by greeting children and parents individually, warmly and cheerfully.

- Be conscious of cleanliness of students, teaching good hygiene and where appropriate, changing soiled clothing.
- Report all signs of illness, injury, unusual behavior, or possible abuse to the Principal.
- The environment requires the ability to effectively plan and meet short timelines and changing conditions.
- Strong staff collaboration in work assignments is a standard.
- Attend staff meetings, school programs and trainings.
- The position requires the ability to stand for long periods of time and to lift and or move up to 25 lbs.
- Position requires strict adherence to required office and school hours as directed by leadership. Overtime maybe required.
- Attendance and reliability key performance criteria.
- Able to positively supervise aides and other personnel as required.
- Participates in school activities not limited to plays, outreaches, fundraisers and school events.
- Substitutes when necessary.
- Complies with licensing and accreditation requirements.
- Perform other task assigned by Principal.<sup>1</sup>

### **Teacher Education and Training Requirements:**

All teacher applicants must agree to participate in a NHCS continuing education program of attending ACSI and or an approved Early Child Education (ECE) program annually.

### **Other Qualifications:**

- Clear a local and national criminal background check
- Clear an employment history check
- Free of TB
- At least 18 years of age
- CPR Certified
- Attends a Bible-based local Christian church
- Actively participates in a daily bible reading program

## **TERMS OF EMPLOYMENT**

Employment is “at will” and can be terminated at any time, either by the employee or New Hope Christian School with or without cause or reason and with or without notice.

I, \_\_\_\_\_, reviewed the job description with my supervisor and agree to the terms and conditions stated above. A signed copy of the job description was handed to me for my records.

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Employee

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Date

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Supervisor

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Date