

# **SCHAUMBURG CHRISTIAN SCHOOL**

## **Substitute Teacher Job Description**

### **General Description**

- Works at the direction of the administrator and teacher for who you are a substitute.
- Serves as the decision maker in the classroom for the time the regular teacher is absent. The substitute teacher determines decisions from the lesson plans left for the teacher's absence.
- Possesses the credentials deemed sufficient to enable the substitute teacher to carry out assigned duties.
- Provide an environment in the classroom that contributes to academic excellence.
- Supports the Christian values set forth in the mission of the school.
- Enforces the policies in the school handbook.

### **Specific Responsibilities**

In substituting for the regular classroom teacher, the substitute shall:

- Carry out the instructional plans left by the regular classroom teacher.
- Make the appropriate evaluation of student activities, projects and lessons to support the work of the teacher, and to aid the teacher on the job in later evaluations.
- Ensure that the classroom is clean and orderly at the end of the school day.
- The substitute teacher should be able to conduct a disciplined classroom. Report any discipline problems to the school office.
- Complete the task of recordkeeping by taking the roll and responding to any other requests that may come from the school office.