



28650 Lahser Road • Southfield, MI 48034-2099 • (248) 357-3660 • www.southfieldchristian.org

J O B O P E N I N G

Substitute Teacher

Primary Responsibility: The substitute teacher helps students learn subject matter and /or skills that are required for the scheduled lesson plan and provides meaningful instruction and oversight for assigned classroom. **Note:** Substitute employees are employed on an as needed, on-call, day-to-day basis and are not guaranteed work on a regular basis.

Specific Responsibilities:

- Reports to school office at beginning of school day to pick up required materials/schedule of classes
- Carries out a program of study prescribed in the lesson plans left by the classroom teacher
- Creates a classroom environment that is conducive for learning
- Guides the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for the lessons, units, or projects assigned
- Employs instructional methods and materials that are most appropriate for meeting lesson objectives
- Takes attendance in accordance with school procedures
- Communicates expectations for behavior and assignments
- Insures that students are never left unattended in the classroom
- Knows emergency evacuation routes for the classroom assigned
- Knows procedures for referring students who are disciplinary problems
- Knows school procedures and regulations
- Performs other related duties as directed by principal

Qualifications:

- Valid teaching certification (**Preferred**)
- 60 credit hours from an accredited college or university (**Required**)
- Professional classroom management style
- Ability to understand and follow directions
- Excellent communication skills – both written and verbal
- Background check clearance

Contact: If interested, please fill out [Support Application](#) located on our website and submit completed application with a copy of your **Resume** and **Teaching Certification**/and/or **College Transcripts** to jobs@southfieldchristian.org.

Only applicants submitting required documents will be considered for positions. **No phone calls please.**