

# Substitute Teacher (Temporary/As Needed)

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## General Responsibilities/Essential Functions:

- Substitute teaching in classrooms as needed.
- Supervise students at all times to ensure safety - never leave students unattended.
- Follow lesson plans carefully.
- Adhere to set schedule for lunch, recess, specials classes, etc.
- Assist teachers in any other appropriate ways (filing papers, grading paper, etc. as time permits - remember your first duty is supervision of students and carrying out lesson plans).
- Monitor recess, lunch, and car line/morning duty unless otherwise noted.
- Treat all children with dignity and respect.
- Attend recommended training programs and conferences.
- Other duties as assigned by the Lower School Director and Head Master.

## Qualified Applicants:

- Must be a born-again believer in Jesus Christ; be involved with an evangelical, protestant church of like faith and practice; and be in agreement with the philosophies of Laurens Academy.
- Have a commitment to the mission, philosophy, goals and objectives of Christian schooling.
- Required Skills/Competencies
  - A desire for excellence in all work performed
  - MS Office experience demonstrating basic proficiency with Outlook, Excel, and Word
  - PC general competency in learning RenWeb.
  - Independent, able to work with minimal supervision
- A bachelor's degree is preferred.

## Physical Requirements:

- Must be able to sit at a desk and work on a computer
- Must be able to walk around a classroom with ease
- Must be able to evacuate students
  
- Must be able to lift up to 15 pounds at times