**Substitute Teacher**

**(Temporary/As Needed)**

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