

FOOTHILL CHRISTIAN SCHOOL/PRESCHOOL

Position Substitute Teacher

Department School

OVERVIEW:

Foothill Church exists to glorify God by leading people into a growing relationship with Jesus Christ, rooted in the gospel. This is our mission, and it is carried out through various ministries requiring people with different gifts and abilities. Foothill Christian School is a vibrant ministry of the church and is committed to providing a rigorous academic program in a God-honoring environment that is designed to build character, develop potential and transform lives.

ROLE SUMMARY:

A school is only as good as its teachers. Yes, facilities, curriculum, technology and other resources are important, but God uses teachers to change lives. We are looking for a dynamic individual who will continue the advancement of our school's academic rigor, innovative programs and spiritual formation in a God-honoring environment that is *Decidedly Academic...Distinctively Christian!* He/she must be a person of integrity and good character. He/she should have a winsome personality and be friendly to students, parents and staff. It is important to remember that students and families first love their teacher, then their teacher's God!

QUALIFICATIONS:

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- Must be believers in Christ and active members of a local church. (A church verification form must be completed by a pastor.
 - As a Christian role model, he/she must demonstrate a lifestyle that reflects the moral and spiritual standards outlined in the Bible.
 - All employees must sign FCS's Code of Ethics statement and Foothill Church's Articles of Faith.
 - Reflects their relationship with Jesus Christ by being a person of high character and consistently acts with clear values and beliefs.
 - Substitute teachers must possess a minimum of a bachelor's degree

GIFTS AND ABILITIES:

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- Mature faith in Jesus Christ, regularly participating in the life of the church.
 - Detail-Oriented and organized.
 - Trustworthy, discreet, and diplomatic.
 - Self-starter and disciplined to work in an unsupervised environment.
 - Adaptable to changes in roles and responsibilities.
 - Demonstrable experience in creative, forward-thinking, and problem-solving environments.
 - Complete a number of diverse, unfinished projects.
 - Sense of humor and personable.
 - Humble and teachable.

KNOWLEDGE, SKILLS & DEMANDS:

Knowledge

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- Basic understanding of Foothill Church's DNA, and basic theological principles.
 - Basic understanding of the role each department plays in fulfilling the mission of Foothill Church.

Skills

- Perform duties with minimum supervision.
- Ability to approach and carry on a conversation with strangers and families.

- Prioritize the supervision, care, safety and health of all students while in our care.
- Administer all school rules and regulations.
- Maintain organizational guidelines when supervising students.
- Maintain Biblical integrity when interacting personally with students

Relationship Building

- Demonstrate ability to handle issues with student behavior in a measured fashion.
- Develop a positive relationship with staff, parents and students.
- Provide fun activities, games and exercises for students' enjoyment.
- Promote school programs and student activities.
- Perform other duties and responsibilities as requested by school leadership.
- Provide prayer and counseling.

Mental Demands

- Understand verbal and written instructions.
- Work cooperatively with others.
- Follow directions.
- Problem solve quickly, without showing stress.
- Interpersonally agile; easy to approach and talk to.

Physical Demands

- Lift 25 pounds.
- Stand for long periods of time.

Environment

- Work well with others and share resources.
- Work in a fast-paced environment.
- Maintains safe and clean work conditions in the areas assigned.

Technologies

- Able to use a computer; accessing email and Foothill Connect.
- Proficient with ACS, Microsoft Excel, Word, and Google Docs.

SPECIFIC DUTIES & RESPONSIBILITIES:

Leadership

- Work to advance the cooperation and mutual support between the school and church

Qualities

- Seeks to understand pupils (i.e. - learning styles, emotional needs, approved accommodations and modifications).
- Searches for ways to differentiate learning, and for ways of motivating students to excel.
- Provides experiences which will promote spiritual, physical, social and the academic growth of every child.
- Participates in a professional development program that includes school wide initiatives, individual goals, attending workshops, continuing education, professional conferences.

Classroom Organization

- Maintains a stimulating learning environment by organizing classroom activities to ensure that work of individuals and groups is orderly and effective
- Implements effective behavior and classroom management systems utilizing consistent and proactive discipline.

Curriculum and Instruction

- Integrates faith, scriptures and biblical worldview principles into the curriculum and everyday practices.
- Implements effective teaching strategies to maximize learning for every child. This begins with setting high expectations, organizing content for effective presentation, employing different techniques and instructional strategies to accommodate various learning styles.
- Differentiates instruction whenever possible to allow every student to reach their highest potential.

REPORTING:

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- Reports directly to the school's Administrative Assistant

SHARED VALUES:

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- **"I can do that."** We will do whatever it takes to advance the mission of Foothill Church. Nothing is beneath us. Our loyalty is the mission of Foothill Church, not a job description.
 - **"Make it better."** We are committed to a culture of improvement. We will never arrive. There's always something we can do better, and we will constantly look for those minor tweaks and major improvements.
 - **"Make it happen."** We will take all the time necessary to make a good decision...and no more. We will err on the side of forward movement, and when a decision is made we will make it happen. We value doing over dreaming.
 - **"Work should be fun."** We take God seriously, but not ourselves. We laugh at work and often laugh at ourselves. We will create space and seize opportunities to have fun as a staff.
 - **"Keep it simple."** We will fight the urge to create more complexity. We will say "No" unless we're presented with a golden opportunity or notice a fatal flaw.

Position Type: Non-Exempt Employee

Schedule: On-call

Time Off: Paid sick leave

Benefits: No benefits

Pay: \$20 per hour