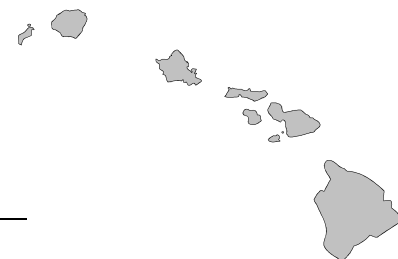




# Lanakila Baptist Schools

"Pursuing Christ and Academic Excellence"



## SUBSTITUTE TEACHER JOB DESCRIPTION

### GENERAL DESCRIPTION

- Goal:** The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.
- Overview:** The teacher shall be a born-again college graduate, certified or certifiable, who feels called of God to the teaching professions. Other qualifications may be added by the Lanakila Baptist school board as deemed appropriate.
- Responsible to:** Principal
- Supervises:** May supervise students, teachers, aides, and volunteers.
- Evaluation:** Teacher performance will be evaluated in accordance with provisions of the board's policy on evaluation of professional personnel and this job description.
- Type of Position:**  Exempt  Non-exempt  Salaried  Hourly- \$14.00
- Duty Day:** 7:30AM- 3:30PM DAILY

### REQUIRED PERSONAL QUALITIES

***The teacher shall:***

1. Know the Lord Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's inspired Word and standard for faith and daily living.
3. Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
4. Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.
5. Because Lanakila Baptist Schools are a ministry of Lanakila Baptist Church, full-time faculty are viewed a church staff and thereby required to be active members of Lanakila Baptist Church or on the staff of a church of like faith.
6. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

## **ADDITIONAL PERSONAL QUALITIES**

### ***The teacher shall:***

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation. Respectfully submit and be loyal to constituted authority.
6. Respectfully submit and be loyal to constituted authority.
7. Shall notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Place his/her teaching ministry ahead of other jobs or volunteer activities that re personal or even church related.
10. Make an effort to appreciate and understand the uniqueness of the community.

## **JOB DESCRIPTION – Essential Functions**

### ***The teacher shall:***

1. Reflect the purpose of the School, which is to honor Christ in every class and in every activity.
2. Motivate students to accept god's gift of salvation and help them grow in their faith through their witness and Christian role modeling.
3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the Lanakila Baptist School Board and administration in implementing all policies, procedures, and directives governing the operation of the Schools.
5. Teach classes as assigned following prescribed scope and sequence as scheduled by the principal.
6. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
7. Keep proper discipline in the classroom and on the school premises for a good learning environment.
8. Maintain a clean, attractive, well-ordered classroom.
9. Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a Lesson Plan Book.
10. Plan a program of study that, as much as possible, meets the individual needs interests, and abilities of the students, challenging each to do his/her best work.
11. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.

12. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
13. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
14. Use homework effectively for drill, review, enrichment, or project work.
15. Assess the learning of students on a regular basis and provide progress reports as required.
16. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
17. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
18. Recognize the need for good public relations. Represent the Schools in a favorable and professional manner to the school's constituency and general public.
19. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
20. Follow the Matthew 18 principle in dealing with conflict with students, parents, staff and administration.
21. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
22. Attend and participate in scheduled devotional, in-service, retreats, committee, and faculty meetings.
23. Know the procedures for dealing with issues of emergency nature.
24. Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.

#### **JOB DESCRIPTION – Supplemental functions**

##### ***The teacher shall:***

1. Supervise extracurricular activities, organizations, and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administration.

#### **PHYSICAL REQUIREMENTS - Page 4**

**PHYSICAL REQUIREMENTS TO FULFILL THE  
ESSENTIAL FUNCTIONS OF THIS POSITION**  
(Category blank if not applicable)

**FREQUENCY OF REQUIRED EXPOSURE/USE**

<b>WORKING ENVIRONMENT</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>	<b>OTHER REQUIREMENTS</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
COLD (50 F or less)				ON-TIME ARRIVAL			X
HEAT (90 F or more)		X		REGULAR ATTENDANCE			X
GASES/FUMES/DUST				SUMMON EMERG. HELP	X		
CHEMICALS/SOLVENTS				APPLY CPR/FIRST AID	X		
NOISE				LEAD FIELD TRIPS	X		
CLIMBING STAIRS			X	COMMUNICATE DATA		X	
CRAWLING OR KNEELING				PREPARE REPORTS	X		
STANDING			X	VISUAL ACUITY: Near			X
SITTING			X	VISUAL ACUITY: Far			X
WALKING	X			COLOR DISCRIMINATION			
RUNNING				HEARING			X
BENDING		X		SPEECH			X
REACHING OVER SHOULDER	X			MANUAL DEXTERITY			X
PUSHING				EYE/HAND COODIN.			X
PULLING				OUTDOOR DUTY		X	
<b>MOVING HEAVY ITEMS</b>							
LIFTING/LOWERING				<b>OPERATE MACHINERY</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
Up to 20 lbs.	X			TELEPHONE	X		
Up to 50 lbs.				FAX	X		
More than 50 lbs.				COPIER		X	
LIFTING OVER SHOULDER				COMPUTER		X	
Up to 20 lbs.	X			PRINTER		X	
Up to 50 lbs.				CALCULATOR	X		
More than 50 lbs.				OVERHEAD PROJECTOR	X		
CARRYING				AV EQUIPMENT		X	
Up to 20 lbs.	X						
Up to 50 lbs.							
More than 50 lbs.							