



**Substitute Certified Teachers 2015-16
Job Description**

TRINITY LUTHERAN SCHOOL MISSION STATEMENT: *Empowered by Christ's love, Trinity students engage in academic rigor to be life-long learners and serve others.*

TRINITY LUTHERAN SCHOOL VISION ELEMENTS:

1. Trinity is a community of learners who are empowered by the Gospel of Jesus Christ.
2. Trinity is academically rigorous, challenging each student to reach his or her learning potential.
3. Trinity is a welcoming, safe harbor for diverse students, faculty, and staff, who are enriched by experiences with each other's cultures.
4. Trinity students, faculty, and staff grow as servants of each other and the community.
5. Trinity is seen as a leader in the development of relevant curriculum that prepares students for their roles in a 21st century world.
6. Trinity is financially stable.

Position title: Substitute Teacher 2015-2016

Purpose: This person will substitute for the teaching staff at Trinity Lutheran School

Role and Function: This role is a substitute teacher who will preform the functions of a certified teacher teaching at any level from preschool-8th grade.

Accountability: The substitute is accountable to the Trinity Lutheran School Principal.

Summary of Position: Substitute teacher performing as a certified teacher for Preschool through grade 8 in curriculum and instruction.

Application may be downloaded from our web site: www.trinityportland.org

Qualifications: A qualified candidate will...

- Hold a current State of Oregon teacher licensure
- Be registered in the Criminal Background Registry
- Holds a current First Aid/CPR card
- Holds a current Blood Borne Pathogen card

"Trinity is a diverse, vibrant community of forgiven sinners sharing the unconditional love of Jesus with all"

Responsibilities:

- Have knowledge of the Mission Statement of Trinity Lutheran School.
- Pray for the ministry and people of the school, church, and community.
- As a substitute you will teach individual classrooms as needed.
- May collaborate with faculty and staff for some classes.
- Handle classroom discipline in a Christian manner in accordance with Trinity school's policies and procedures.
- Communicate with parents about their Child's progress if needed.
- Report any abusive behaviors in accordance with state and Trinity requirements.
- Keep classroom neat and orderly.
- Keep up to date records of students and leave notes for the teacher you are subbing for that day.
- Sign time sheets and leave them in the office

Personal Qualities: The Substitute Teacher will...

- be enthusiastic about Trinity Lutheran School's vision and programs.
- be highly entrepreneurial, resourceful and flexible.
- be adept at planning, prioritizing, multi-tasking, organizing and following through on tasks.
- remain highly energetic, friendly, and positive while carrying out his/her tasks.
- be emotionally mature with a sense of humor to maintain balance.
- possess the ability to maintain confidentiality in personnel and student matters.
- implement the Tiger Pride positive behavior intervention system.
- have a professional physical appearance (appropriate clothing, personal hygiene, etc.)

Critical skills for this position:

- | | | | |
|-------------------------------------|--------------------------------------|--------------------------|----------------------------|
| <input checked="" type="checkbox"/> | Excel | <input type="checkbox"/> | MS Access Database |
| <input checked="" type="checkbox"/> | PowerPoint | <input type="checkbox"/> | Administrative software |
| <input checked="" type="checkbox"/> | Word | <input type="checkbox"/> | Web Design |
| <input checked="" type="checkbox"/> | Microsoft Outlook
(or equivalent) | <input type="checkbox"/> | Desktop Publishing |
| <input type="checkbox"/> | Graphic Design | | |
| <input checked="" type="checkbox"/> | Web Mail | | |
| <input type="checkbox"/> | Network Drives | <input type="checkbox"/> | Ability to drive a vehicle |
| <input type="checkbox"/> | possess a valid driver's license | | |

Physical demands of the position:

- Repetitive motions sitting at keyboard
- Rising and sitting repeatedly
- Climbing stairs
- Walking indoors or outdoors
- Ability to lift 35 pounds
- Ability to lift, pull, grasp, stoop and reach within the classroom environment
- Ability to sit for extended periods of time
- Ability to speak and hear

"Trinity is a diverse, vibrant community of forgiven sinners sharing the unconditional love of Jesus with all"