



THE WILBERFORCE SCHOOL

Substitute Teacher Job Description

Education

- Bachelor's degree

Experience

- Teaching experience is preferred, with exceptions granted for outstanding candidates with demonstrated teaching gifts and calling
- Ability to teach well, as demonstrated by references

Personal Qualities

- Credible profession of repentance and faith in Jesus Christ
- Godly character (pastoral and other character references may be required)
- Membership or regular attendance at a local church
- Gift of teaching
- Well-spoken, with excellent grammar, diction, and vocabulary
- Understanding of and agreement with the mission, philosophy, and pedagogy of The Wilberforce School, including classical framework and Charlotte Mason influence
- Teachable and committed to grow, learn, and develop new understanding and skills
- Understanding of and ability to articulate biblical worldview
- Ability to integrate biblical worldview into all subject matters to be studied
- Maturity and emotional stability
- Heart for children, ability to interact with and lead children, strong desire to see children learn well, to know God, and to love God

Job Responsibilities

With Students:

- Displays to students genuine love for God, love of scripture, and love of learning
- Follows the teaching schedule provided by the lead teacher
- Works through the curriculum at an appropriate pace
- Identifies and addresses academic or disciplinary problems, documents situations and/or alerts the division head or parents when appropriate
- Respects the confidentiality of students, families, and colleagues
- Appropriately curbs personal conversations and contacts at school

With the School:

- Brings discipline or academic problems to attention of those leaders early, keeping them abreast of general progress and specific problems that arise
- Respects and upholds school policies and standards delineated in the faculty and student handbooks and in faculty training
- Follows Matthew 18:15-17 model for handling conflicts and disagreements

Reporting Relationships

Reports directly to the division head (Lower School or Middle/Upper School).