

<p style="text-align: center;">Mariners Christian School Job Description Substitute Teacher</p>

Title: Substitute Teacher

Start date: Immediately upon completion of hiring procedures

Job Type: Temporary/Seasonal. No benefits will be offered.

Daily Rate: Substitute teachers are paid a daily rate. **\$160 per day or \$80 for 4 hours or less**

Reports to: Middle School or Elementary Principal as designated

Position Summary:

A substitute teacher is utilized on an "as needed" basis with the understanding that he/she manages the assigned classroom with the goal of fulfilling the lesson plans and directives of the regular teacher.

Major Responsibilities:

LESSON PLANS:

- The substitute teacher should receive lesson plans detailing the curriculum for the day(s) on which they will have charge of the class. Substitutes are encouraged to follow the lesson plans as closely as possible to maintain consistency of learning in the classroom. If a particular lesson is not taught or completed, as directed by the classroom teacher, it is important to communicate that through a note.
- A substitute may grade assignments as time allows but no grades are to be recorded nor should papers be handed back to the students unless the classroom teacher has left specific directions to do so.
- A substitute should never assign extra homework beyond what the classroom teacher has left to be assigned.

TEACHER DUTIES:

- A substitute should consult the duty roster and/or the teacher's lesson plans to see if they will be responsible for any duties during their stay as a substitute. If a substitute is unclear of his/her duties it is best to check with the appropriate principal or a neighboring classroom teacher.

POLICIES FOR STUDENT ILLNESS, INJURY, SENDING STUDENTS TO THE OFFICE, ETC:

- Any student who does not feel well should be sent to the health office accompanied by a fellow student.
- Students should never be sent to the office without a pass from the teacher.
- Band-Aids are provided in the classroom for minor injuries. All others should be sent directly to the health office.
- No student may be released to a parent at any time during the school day without a dismissal request form or a phone call from the front office.

EMERGENCY/DISASTER PLAN:

- MCS wishes to do all that can be done toward the safety of students and staff in the event of a disaster during the school day. For this reason, the students are taught basic disaster training, and frequent drills are conducted throughout the year. All staff members are responsible for being CPR and First Aid certified. In all emergency situations it is best if the teacher shows the students that he/she is calm and in control. Students need to be reassured that there is someone around them who will take care of them until further help arrives.

FIRE DRILLS:

- The signal for a fire drill is a shrill repetitive tone, accompanied by flashing lights. Each class exits according to the fire drill map that is posted by the door. Substitutes should familiarize themselves with this fire drill map upon arrival to the classroom. At a fire drill signal, the substitute should lead the students out of the classroom in a QUIET single file line to the grass area. The last person out closes the door, reducing the chances of a fire spreading. There is to be no talking. Students will wait in a straight line until the Head of School gives further instructions. The substitute should remember to take the red emergency backpack with him/her during a fire drill so that all students may be accounted for. No student will be allowed to return to any classroom until it has been cleared by the proper authorities in the case of an actual fire. If your class is with a specialist, meet them on the field. Occasionally, doors will be blocked for additional practice in finding alternate exits.

EARTHQUAKE DRILL:

- Given the verbal command, students will immediately take cover under desks or tables, cover their heads with their arms, and wait for the verbal command to clear the building. A substitute should ensure his/her own safety in the event of an earthquake by also taking cover under a desk. The procedure for exiting the classroom is the same as that for a fire drill, with the exception that the door should remain open. In the event of an actual earthquake, students will be kept outside until all buildings have been checked and it is determined to be safe to return to the classrooms. If the buildings are found to be unsafe, the students will remain outside with their classes until parents are notified to pick up their children. Any student leaving the MCS campus must be signed out by having the parent fill out a release form.

AFTER SCHOOL DISMISSAL: CARPOOL PROCEDURES [Rain or Shine]:

- TK students are escorted at 12:35 by the teacher through the front lobby to the front parking lot.
- K - 4th students will be escorted by their teachers in a parade fashion around the "U" surrounding the field. The teachers will walk the remaining students to the lunch tables.
- 5th - 8th grade students walk themselves through carpool.
- No cars will be released until all students have completely walked around the "U". The administrator will give the "all clear" and signal for the cars to exit.

Minimum Qualifications:

- Bachelor's Degree
- Strongly preferred: Teaching credential, educational degree, or in a credential program
- Strongly preferred: Classroom teaching experience at elementary and/or middle school level

Non-discriminatory policy:

It is and shall be the policy and practice of Mariners Christian School in the hiring of employees that the school will not discriminate on the basis of the applicants' race, age, genetic information, color, gender, nationality, or ethnic origin. We do reserve the right to screen applicants on the basis of religious preference.

Each employee of Mariners Christian School must:

- Have received Jesus Christ as his/her personal Savior, be able to articulate a relationship with Him, as well as provide evidence of regular church attendance.
- Maintain a lifestyle consistent with the moral standards stated in the Mariners Christian School contract and the Declaration of Moral Integrity.
- Be in agreement with and sign the MCS Statement of Faith and Declaration of Moral Integrity document.
- Have criminal history clearance expressly for MCS. (Fingerprinting to be arranged at hiring.)

HOW TO APPLY:

Please send the following items to hr@marinerscs.org

1. Current Resume
2. Completed application which can be found here: <https://marinerschristianschool.com/wp-content/uploads/2025/08/MCS-Employment-Application.pdf>