



SUBSTITUTE TEACHER JOB DESCRIPTION

TITLE: SUBSTITUTE TEACHER

QUALIFICATIONS: Bachelor's degree preferred. Two or more years of teaching experience preferred. Hold a current Ohio teaching license/certificate or be eligible for an appropriate teaching certificate/non-tax certificate issued by the Ohio Department of Education and Workforce.

REPORTS TO: School Administration

JOB GOAL: Carry out the mission of Harvest Preparatory School by providing meaningful classroom instruction and a safe, orderly learning environment in the absence of the regular classroom teacher, while supporting a private school education grounded in a Biblical worldview.

ABOUT HARVEST PREPARATORY SCHOOL

Harvest Preparatory School, one of Central Ohio's premier private, Christian-centered schools, is located in Canal Winchester, Ohio and has openings for Substitute Teachers. Harvest Preparatory School provides distinctive private education, with a Christian worldview focus, to the Columbus area. With a diverse student body of more than 500 students in grades Pre-K through 12, Harvest Prep develops students academically, spiritually, morally, socially, and physically through the power of God and our highly trained faculty and staff.

PERFORMANCE RESPONSIBILITIES:

- Be a Christian role model in attitude, speech, and actions toward others, and develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Demonstrate excellent teaching skills, effective written and verbal communication skills, interpersonal and administrative skills, problem-solving skills, and knowledge of a variety of teaching materials.
- In the absence of the regular classroom teacher, help students learn the subject matter and/or skills required for scheduled lessons and provide meaningful instruction for assigned classrooms.
- Carry out the program of study prescribed in the lesson plans left by the classroom teacher and provide meaningful learning in the absence of a lesson plan.
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students. At the beginning of class, communicate basic expectations for behavior in accordance with school policies.
- Guide the learning process toward achievement of curriculum goals and objectives as indicated in the lesson plans for assigned lessons, units, or projects.
- Report to the school office at the beginning of the school day to pick up required materials and the schedule of classes, and return materials at the end of the school day. Follow sign-out procedures as prescribed by the principal.
- Employ instructional methods and materials that are appropriate for meeting lesson objectives.
- Maintain a neat, orderly, and safe classroom.
- Take attendance in accordance with school procedures.
- Ensure that students are never left unattended in the classroom.
- Perform duties normally required of the absent teacher, such as lunchroom duty, hall monitoring, arrival/dismissal supervision, or other assigned duties.
- Know emergency evacuation routes for assigned classrooms.
- Know procedures for referring students who present disciplinary concerns.
- Know school procedures and regulations and consistently follow Harvest Preparatory School policies.
- Perform other related duties as directed by school administration.

PRIMARY REQUIREMENTS:

- Two or more years of teaching experience and strong knowledge of teaching students content and skills in applicable subject areas.
- Bachelor's degree preferred.
- Current Ohio teaching license/certificate, or eligibility to hold an appropriate teaching certificate/non-tax certificate issued by the Ohio Department of Education and Workforce.
- Commitment to the mission, vision, values, and Christian standards of Harvest Preparatory School and World Harvest Church.

EQUAL OPPORTUNITY / CHRISTIAN MINISTRY REQUIREMENT:

We are committed to providing equal opportunity to all qualified applicants regardless of age, race, color, sex, national origin, disability, or any other characteristic as required by state and federal laws and as applicable to churches. World Harvest Church does not discriminate on the basis of religion. Successful candidates will be a consistent witness for Jesus Christ; maintain a courteous and Christ-like attitude; and agree to adhere to the standards of moral conduct and the mission, vision, and values of World Harvest Church.

APPLICATION INSTRUCTIONS:

To be considered for this position, please download the Harvest Preparatory Employment Application (PDF) from our official website at www.harvestprep.org. You may fax or email your completed application along with your resume and a letter of introduction. In your letter of introduction, please express your interest in the desired position, present your salary expectations, and highlight your qualifications.

Confidential Email Address: resumes@harvestprep.org

Confidential Fax Number: 614-834-3324