



Focused on Excellence - Centered in Christ
Jesus Christ is the same yesterday and today and forever. ~ Hebrews 13:8

Certified Job Description

Title: Substitute Elementary School Teacher

Employment Status: Temporary

Salary: \$18/hour

Purpose of Position: In the absence of the full time classroom teacher, the substitute teacher provides instruction, encourages student progress, and manages the learning environment for the classroom assigned (kindergarten through grade eight).

Requirements:

- Four-year college degree
- Hawaii or other state teaching or substitute certification preferred
- Full-time or substitute teaching experience preferred
- Pass background check
- CPR/First Aid certification

Primary Duties:

- Implement provided lesson plans in a manner that ensures the integrity of academic time and motivates students to learn and participate
- Assign reasonable tasks and homework to students in accordance with the lesson plans
- Address the various learning styles of students accordingly
- Model correct use of spoken and written English language
- Demonstrate professional practices in teaching
- For long-term assignments, you may be required to develop lesson plans; create, administer, and grade tests/assignments; participate in parent-teacher conferences; and attend school related functions. Please note: activities may occur outside of normal school hours

Classroom Management:

- Maintain classroom control that fosters a safe, positive environment for all students and staff
- Maintain adequate supervision of students in the classroom, on the playground, at lunch, and during drop off and pick up
- Report non-serious discipline incidents to the regular classroom teacher in writing
- Report all student injuries, accidents, illnesses, and serious discipline incidents to the Principal or her designee

To Apply: Please send email to kklemp@tls-hawaii.org with completed application, cover letter, and resume to include at least two professional references in PDF. *Thank you for your interest in joining the Trinity Lutheran School Ohana!*

Trinity Lutheran Church & School

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Pastor Stephen Becker, Principal Kyle Klemp