



# Job Description

## Substitute Teacher

Reports to: ICS School Principal  
FLSA Status: Contractor  
Updated 7/2023

### General Description

#### **Mission and Vision:**

Impact Christian Schools is seeking a candidate to join a team of teachers who prayerfully and skillfully develop students' attitudes, skills, and subject competencies that will contribute to their spiritual development as mature, able, and responsible Christians.

#### **Evaluation:**

Performance will be evaluated in each ICS School per provisions of the individual ICS School's governing board's policy on evaluating professional personnel and this job description.

### Spiritual Expectations

**Our Teacher shall** be a mature, sincere Christ follower who feels called by God to the teaching profession. We seek confirmation from our candidates that they:

- Have received Jesus Christ as their personal Savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Agree with the ICS Statement of Faith and ICS's Christian philosophy of education.
- Have established a church home in the area, which has a Statement of Faith in significant agreement with ICS's Statement of Faith and remains faithful in service and attendance.
- Strive to be a Christian role model in attitude, speech, and actions toward others, which includes a commitment to God's Biblical standards for sexual conduct (Luke 6:40).
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go" (Prov. 22:6) and promote the spiritual development of a child through Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.

### Qualifications

**Our Teacher shall** meet the minimum qualifications for the job:

- Shows evidence of Christian maturity.
- Strong grasp of the essence of Christian education and in agreement with ICS's Statement of Faith and ICS's Christian philosophy of education.
- Meets the State requirements and qualifications for teachers: Holds a bachelor's degree from an accredited college or university.
- Holds or is eligible to obtain an Association of Christian School International (ACSI) teaching certification.

### Core Essentials

**Our teacher shall** reflect the purpose of the school, which is to honor Christ in every class and every activity, such as:

- Agreement and acceptance of expectations of teachers, as outlined in the school's Staff Handbook.
- Keeping required ACSI and/or Wisconsin State certifications current.
- Integrating a Biblical worldview and leading students to realize their self-worth in Christ.
- Using the State of Wisconsin standards as Benchmarks.
- Placing his/her teaching ministry ahead of other jobs or volunteer activities.
- Maintaining a personal appearance that agrees with school policy.
- Using acceptable English in written and oral communication; speaking with clear articulation.

- Respectfully submitting and being loyal to constituted authority.
- Notifying the administration of any policy they are unable to support.
- Demonstrating the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.

### Essential Functions

**Our teacher shall** cooperate with the Board of Elders, Campus Advisory Committee, and administration in each ICS School at which they agree to work implementing all policies, procedures, and directives governing the operation of the school by:

- Utilizing valid teaching techniques to teach classes as assigned, following prescribed scope and sequence, and planning a program of study that meets students' individual needs, interests, and abilities while achieving curriculum goals within the framework of the school's philosophy.
- Assessing students' learning regularly, keeping students, parents, and the administration informed of progress or deficiencies, and providing sufficient notice of failure.
- Representing ICS favorably and professionally to the school's constituency and the general public.
- Following the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- Attending and participating in required calendar events.
- Knowing the procedures for dealing with issues of an emergency nature.
- Informing the administration promptly if unable to fulfill any assigned duty.

### Supplemental Functions

**Our teacher shall** perform any other duties that the administration may assign, such as:

- Supervising extracurricular activities, organizations, and outings.
- Utilizing educational opportunities and evaluation processes for professional growth.
- Providing input and constructive recommendations for administrative and managerial functions in the school.
- Supporting the broader program of the school by attending extracurricular activities when possible.

### ICS Philosophy of Education

All ICS schools seek to partner with parents in the education of children. ICS is committed to excellence in all things, including providing a learning environment in which God's Word and His truths are an integral part. All ICS schools encourage and facilitate the spiritual, intellectual, physical, and social development of each student for the sake of the child, the glory of God and the furthering of His kingdom.

## Impact Christian Schools

### *How do we speak concisely about our faith?*

#### **The Apostle's Creed**

I believe in God the Father Almighty, the Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord: Who was conceived of the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. The third day He rose again from the dead. He ascended into heaven and sits on the right hand of God the Father Almighty, whence He shall come to judge the living and the dead. I believe in the Holy Spirit, the holy catholic\* church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

\*The word "catholic" means 'universal', and refers to all who believe in Jesus Christ as Savior and Lord. This creed received its title because of its great antiquity, dating from the first centuries of the church.

The other authoritative creeds of universal orthodox agreement from antiquity are the Nicene Creed, the Athanasian Creed, and the Creed of Chalcedon. We profess and teach these also.

# STATEMENT OF FAITH

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## **GOD**

We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

## **THE BIBLE**

We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

## **THE HUMAN CONDITION**

We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

## **JESUS CHRIST**

We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus— Israel's promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

## **THE WORK OF CHRIST**

We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

## **THE HOLY SPIRIT**

We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

## **THE CHURCH**

We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

## **CHRISTIAN LIVING**

We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

## **CHRIST'S RETURN**

We believe in the personal, bodily and glorious return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

## **RESPONSE AND ETERNAL DESTINY**

We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.