



## Job Description

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### Position Title: Substitute Associate Teacher - Elementary

#### Purpose of Position

The Associate Teacher is responsible for fulfilling the mission of Des Moines Christian School by providing classroom support for teachers and students.

#### Position:

- Part-time
- School Year
- Hourly, non-exempt

**Reports To:** Elementary Principal

**Evaluated By:** Elementary Principal

**Direct Reports:** None

#### Qualifications:

- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in their personal relationship with Jesus Christ.
- High School Diploma or Equivalent.

#### Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Relates well to children at all grade levels in a positive and nurturing manner.
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem-solving skills.
- Demonstrates strong organizational skills.
- Demonstrates consistent spiritual leadership.
- Manifests effective verbal and written communication skills.

#### Responsibilities:

- Supports classroom teacher in day-to-day classroom activities and in providing an engaging learning environment.
- Assists students individually or in groups under the direction of the teacher.
- Performs duties relating to supervision (e.g., playground, hallways, classrooms, study halls, cafeteria, arrival and departure of students).
- Assists with preparing various lesson materials and classroom supplies.
- Demonstrates ability to physically perform tasks involved with monitoring, supervising, and active instruction.
- All other duties as assigned by the Principal.

Revision Date: 11/2021