Brookstone Schools
All things possible.

Substitute Job Description

STATUS: Part-time or Daily / As-Needed (Non-exempt)
YEARLY TERM: Academic School Year (As needed)
SUPERVISOR: Academic Dean
DIRECT REPORTS: n/a

Summary Job Description

Brookstone Schools' substitute teacher serves students and fulfills our mission within our community of students and families in the absence of the primary teacher. The role includes executing prepared lesson plans, maintaining effective classroom management, and supporting positive student interactions. Reporting to the appropriate Academic Dean, this hourly/daily role serves as needed throughout the academic school year across assigned grade levels.

Essential Functions and Responsibilities

Duties include:

- Delivering course instruction according to lesson plans provided by the regular classroom teacher or administration.
- Upholding biblical integration and a Christian worldview within classroom interactions and lesson delivery.
- Utilizing classroom technology as needed to support learning activities.
- Preparing and organizing classroom materials needed for daily instruction.
- Supervising and guiding student behavior to maintain a safe, respectful, and productive learning environment.
- Collecting completed classwork, grading assignments if requested, and leaving comprehensive notes for the primary teacher regarding student progress and classroom activity.
- Responding to immediate student needs and communicating urgent concerns to administration. Modeling Christian principles, service, and appropriate behavior to students and staff.
- Performing additional supervisory duties (e.g., carpool, lunch, or recess duty) as assigned by the Dean of Academics.

Qualifications

- Committed follower of Jesus Christ, reflecting a desire to serve Him and others in work and life.
- Eager to serve in a Christian learning environment, modeling diligence, perseverance, resilience, patience, courage, and Christian discipleship.
- Bachelor's degree required; prior teaching or substitute teaching experience preferred. Understanding of teaching with a biblical worldview.
- Adaptability, positive attitude, and a genuine love for connecting with students across various age groups.
- Strong classroom management and behavioral guidance skills.
- Excellent verbal communication skills and the ability to interact professionally with students and faculty. Computer literacy sufficient to manage basic classroom technology.