



ST MARCUS SCHOOL

Mission To disciple children for Christ, now and for all eternity, and to train them in excellence for their roles in their family, church, community, workplace, and country

Vision We are a national model of Biblical living, individual and community transformation, and exceptional educational outcomes. We are salt and light to the glory of God.

Core Values Christ First • Biblical Discipleship • Sacrificial Love • Radical Expectations

Kinder/Primary Substitute Teacher

Reports to: Principal and Unit Director - North Ave Campus

Qualifications: Possesses a humble spirit, growth mindset, and an unrelenting I AM THIRD mentality. Has completed or nearly completed a Bachelor's Degree. Capacity to deliver instruction effectively and commitment to respect the theology of the WELS.

Position Objective: To fully equip a talented educator to effectively serve the needs of the kinder and primary units whenever there are absences or holes to fill through rigorous training and exposure to St. Marcus classrooms, systems, and culture.

Compensation: Compensation will be commensurate with experience.

Responsibilities & Duties

A. Spiritual Expectations:

- Model a Christ-like example both in and out of the classroom always representing our Savior and reflecting His love

B. Professional Expectations:

- Demonstrates responsibility and professionalism towards job responsibilities
- Understand and support the philosophies and purposes of the school and church.
- Build relationships with church and school families
- As a Christian educator, he/she has knowledge and understanding of spiritual, social, emotional, physical, and intellectual development of children
- Provide instructional and non-instructional support to students, families, teachers, and staff members
- Have a collaborative and cooperative relationship with school leaders
- Follow the guidelines set forth in organizational handbooks
- Exhibit a growth mindset and commit to professional development
- Attend mandatory staff trainings and meetings

C. Educational Expectations:

- Support instruction following the St. Marcus curriculum contributing to student growth and development
- Support in providing feedback and supervision for students inside and outside of the classroom
- Support the delivery and grading of effective instruction with the support of school leadership team
- Gradually take on additional responsibilities through training
- Mentor and support students as well as serve as a staff member of contact for parents
- Complete required parent/teacher conferences and home visits
- Participate in outreach activities for the school, allowing students to interact with the community & learn outside of the classroom
- Build and nurture positive relationships with students and parents
- Adhere to the teacher commitments in the St. Marcus Covenant

D. Meet Expectations of St. Marcus Staff:

- Normal weekday school hours are from 7:00 AM to 4:00 PM
- Demonstrates responsibility and professionalism towards job responsibilities
- Be available by phone to staff members and St. Marcus families, including after school hours and on weekends
- Uphold code of conduct and school policies

E. Specific responsibilities:

- Primary responsibilities are to support the academic needs of the school and network. This includes small group instruction, classroom support, substitute teaching, partner teaching, grading, and lesson planning across K4-4th grades.
- Teaching content: As needed, support the delivery and grading for class content in support with leadership team

Applicants should send a cover letter, a resume, and references to schooljobs@stmarcus.org.