

**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.

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

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## Middle School Substitute Teacher

**Reports to:** Middle School Director & Principal

**Qualifications:** Possesses a humble spirit, growth mindset, and an unrelenting I AM THIRD mentality. Bachelor's Degree (or higher degree in education). Capacity to deliver instruction effectively and commitment to respect the theology of the WELS.

**Position Objective:** To serve St. Marcus Lutheran Church and School with Christian character by supporting the students and their families in a classroom and by providing exemplary Christian education.

**Compensation:** Compensation will be commensurate with experience.

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## 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:

- Plan and implement instruction following the St. Marcus curriculum contributing to student growth and development
- Use a variety of assessment tools & processes to monitor student learning; provide feedback to students & parents
- Complete quarterly progress reports and report cards for each student in the classroom
- Mentor and support students as well as serve as the 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:

- Middle School lead content: Develop and implement excellent, grade level instruction aligned with a rigorous curriculum.
- Grade Level Advisor - Serve as the primary point of contact for students and parents of ~15-20 students. This involves proactive conversations with students and parents around goal setting, success monitoring, and overall well-being.
- Support for extension or plus period, advisory, assembly, chapel, and circles

**Applicants should send a cover letter, a resume, and references to [schooljobs@stmarcus.org](mailto:schooljobs@stmarcus.org).**