



# HEIGHTS CHRISTIAN SCHOOLS

## SUBSTITUTE TEACHER

**To Apply:** To be considered for our opening we require all candidates to fill out an employment application. Please visit download the application from our website or email HR to request an application. Once completed, submit to Human Resources via email at [hr@heights.net](mailto:hr@heights.net) or fax 714-921-9484.

### GENERAL DESCRIPTION

**Job summary:** All employees are first and foremost ministers of the gospel, called of God to lead others to Christ, and to use their gifts, talents, and abilities for God's glory (Colossians 1:18, John 1:17, Colossians 3:17, I John 3:3, 7). HCS is hiring qualified Substitute teachers for our K-8th grade classrooms. Substitutes will be called on as-needed basis, ranging from one day to long term situations.

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### RELIGIOUS REQUIREMENTS

HCS hires to its mission. In order to further the mission of HCS, all employees must:

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and uphold the ministry's Statement of Faith and the terms of the Shared Values and Ethics of Employment as a condition for employment and continued employment in this ministry.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, regular attendance at a church that is in agreement with HCS' Statement of Faith, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40).
- Evidence the fruit of the Spirit in dealing with people.
- Answer basic questions about the Christian faith, provide religious resources, and pray with students and parents.

### PERSONAL REQUIREMENTS

- Have the spiritual maturity, academic ability, and personal leadership qualities to "train a child in the way he should go" (Prov. 22:6, NIV).
- Be an encourager, and a self-starter with a high energy level. Demonstrate sensitivity toward staff, parents, volunteers, and children, and an ability to interact effectively with them.
- Be a team player, able to develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.



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### ESSENTIAL JOB FUNCTIONS

#### Spiritual Leadership

- Motivate students and their families to accept God's gift of salvation and be a Christian witness and role model to them in order to help them grow in their faith.
- Foster a Christ-centered, safe, caring, and nurturing environment in the school office.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- View students and their families as an opportunity for ministry.
- Pray with, and for, students, parents, staff, and administration.