



## **Long-Term Substitute History Teacher**

Position Summary: The Substitute History Teacher will follow the school curriculum for teaching the following courses: Nation Makers (8th grade), Ancient Universal History (9th grade), Modern Universal History (10th grade), and Advanced Placement European History.

Classification: Temporary, Exempt

Supervised by: Upper School Principal

Salary: Calculated on proration of Teacher Pay Scale

## **Required Professional Qualities**

It is expected that the Substitute History Teacher will...

- Hold a bachelor's degree from an accredited postsecondary institution in History or a related field, preferred.
- Have 1-3 years of teaching experience.
- Have excellent organizational and time management skills.
- Have the ability to meaningfully communicate with students, parents, and administrators verbally and electronically.
- Have the ability to manage the classroom environment with patience and consistency.
- Have confidence using technology to enhance the learning experience/goals.

## **Essential Job Functions—Accountabilities**

It is expected that the Substitute History Teacher will...

## **Spiritual Leadership**

- Be a role model of what it means to honor Christ in word and deed.
- Ensure that the classroom work environment is Christian-based, nurturing, wholesome, and loving.

### **Academic Leadership**

- Have a thorough knowledge and understanding of the Christian philosophy of education that will help in providing leadership and guidance in the school's development of and commitment to a Biblical worldview.
- Have knowledge of the school's curriculum, standards, and mission.
- Integrate Biblical principles throughout the curriculum and activities to help cultivate a Biblical worldview.
- Teach classes as assigned following the prescribed scope and sequence as scheduled by the administration.
- Ensure that his or her school classroom reflects a professional and Christian environment.
- Have knowledge of the physical/emotional development of children—particularly teens—and understand the problems they face.
- Plan broadly through the use of yearly/semester and quarterly plans and objectives, and more currently through the use of a weekly/daily lesson plans recorded electronically in the school's LMS.
- Plan a program of study that as much as possible meets the individual needs, interests, and abilities of the students, challenging them to do their best work.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child—spiritual, mental, physical, social, and emotional.
- Use homework effectively for drill, review, enrichment, or project work.
- Regularly assess the learning of students, and provide progress reports as required.
- Respond in a timely manner to parent concerns and to parent requests for help or information.
- Participate in formal and informal parent-teacher conferences.

### **Administrative Leadership**

- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Help the staff, students, and volunteers function efficiently, effectively, and productively.
- Understand supervision and how to lead in a positive manner.

- Provide an effective learning environment by keeping proper discipline in the classroom and other places on the school premises.
- Meet regularly with other staff members to ensure coordination of programs and prompt problem resolution.
- Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, and parent/teacher fellowship meetings.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Maintain regular and accurate records of attendance and grades to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administration adequately informed of student progress or deficiencies and give sufficient notice of student failure.
- Know the procedures for dealing with emergency situations in the classroom and school. Conduct required emergency safety drills in coordination with school leadership.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.
- Deal directly and frankly with the school administration in an earnest effort to resolve differences of opinion when they exist.

**2025-26**  
**StoneBridge School**  
**Teacher Pay Scale**

<b>Years of Teaching Experience (as of May 2025)</b>	<b>Annual Base Salary</b>
1	\$36,333.16
2	\$37,196.14
3	\$38,059.13
4	\$38,922.11
5	\$39,785.09
6	\$40,648.08
7	\$41,511.06
8	\$42,374.04
9	\$43,237.02
10	\$44,100.01
11	\$44,962.99
12	\$45,825.97
13	\$46,688.96
14	\$47,551.94
15	\$48,414.92
16	\$49,277.91
17	\$50,140.89
18	\$51,003.87
19	\$51,866.85
20	\$52,729.84
21	\$53,592.82
22	\$54,455.80
23	\$55,318.79
24	\$56,181.77
+25	\$57,044.75

**Additional Compensatory Information**

**Master's Degree**

\*In the subject taught or teaching field

- \$1,000.00 added to annual base salary

**Professional Development**

\*The program must be completed within 5 years of the start of SBS employment, or the annual base salary will be frozen until completion.

- Completion of Phase One- \$1,000.00 one-time bonus
- Completion of Phase Two- \$1,500.00 one-time bonus

**Tuition Discount**

\*Applied to SBS tuition for children of employees

- 50% tuition reduction (1<sup>st</sup> and 2<sup>nd</sup> student)
- Multi-Child Discount (applied for 3<sup>rd</sup> + students)