

# St. Marcus Ministries

<b>Position</b>	K3 Substitute Teacher, North Campus		
<b>Job Type</b>	On-Call, Part-time, Hourly, School Days		
<b>Reports to</b>	Director of K3		
<b>Position Objective</b>	St. Marcus School employees strive to live and breathe its mission, vision and core values. The primary role of a K3 Substitute Teacher is to assist classroom teachers in meeting the academic and behavioral care needs of students. The specific roles and responsibilities will be determined by the classroom teacher and/or administrator.		
<b>Qualifications</b>	The ideal candidate has a high school diploma or equivalent, a heart for children, a passion for Christ and enthusiasm for broadening His kingdom to children and their families, and strong professional communication skills. A collaborative spirit and teamwork skills are a must along with the ability to problem solve in a fast-paced environment. Certification in CPR/AED/ First Aid and Shaken Baby training will be required along with WI Child and Family Services Registry. Finally, experience in a school environment is a plus and a candidate interested in pursuing a career in education is preferred.		
<b>Responsibilities/ Duties</b>	<ul style="list-style-type: none"><li>• Create and maintain a safe, structured environment for scholars assisting with behavioral &amp; academic classroom management</li><li>• Arrive promptly at 7:00 a.m. and work through dismissal</li><li>• Attend staff meetings each morning at 7:15 a.m</li><li>• Flexibility, take direction, maintain open communication with K3 Director and classroom teachers</li><li>• Work in small student groups and/or one-on-one with students needing extra help</li><li>• Perform various clerical duties such as making copies, correcting homework, and recording information when requested</li><li>• Help manage classroom record keeping as directed, such as attendance data, meals, homework, behavior, grading, etc.</li><li>• Take initiative in creating a positive classroom culture such as: creating bulletin boards or data-tracking posters, writing letters of encouragement to students and/or parents, demonstrating positive relationships and teamwork with coworkers and parents, etc.</li><li>• Option to work additional hours in before and/or aftercare program(s)</li><li>• Other duties as requested</li><li>• Meet Expectations of St. Marcus Staff:<ul style="list-style-type: none"><li>○ Exemplifies mission mindedness and prioritizes ministry involvement</li><li>○ Demonstrates responsibility and professionalism towards job responsibilities</li><li>○ Contribute to the school culture by supporting outreach activities</li><li>○ Upholds code of conduct and school policies</li></ul></li></ul>		
<b>Application Process</b>	Interested applicants should submit a completed St. Marcus Application for Employment to <a href="mailto:tracy.eastburn@stmarcus.org">tracy.eastburn@stmarcus.org</a> or drop it off in person in any of the school offices at St. Marcus, 2215 N. Palmer Street, Milwaukee, WI 53212. If a resume and references are also available, please include with your application. Thank you!		
<table><tr><td><b>Core Values</b> Christ First Sacrificial Love Biblical Discipleship Radical Expectations</td><td><b>Mission Statement</b> 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.</td></tr></table>		<b>Core Values</b> Christ First Sacrificial Love Biblical Discipleship Radical Expectations	<b>Mission Statement</b> 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.
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