

# St. Marcus Ministries

<b>Position</b>	Kinder/Primary Substitute Teacher, Main Campus
<b>Job Type</b>	Seasonal, Full-time, Hourly, School Days: Monday - Friday, 7:00 a.m. - 4:00 p.m.
<b>Reports to</b>	Director of Kindergarten and Director of Primary
<b>Position Objective</b>	St. Marcus School employees strive to live and breathe its mission, vision and core values. The primary role of a Kinder/Primary Substitute Teacher is to assist the classroom teacher in meeting the academic and behavioral care needs of students. The specific roles and responsibilities will be determined by the lead teacher, support 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, flexibility, 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. 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 (leaving no earlier than 4:15 p.m.)</li><li>• Attend staff meetings each morning at 7:15 a.m</li><li>• Take direction, maintain open communication, and meet daily and weekly with lead teacher</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</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!
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**Core Values**  
Christ First  
Sacrificial Love  
Biblical Discipleship  
Radical Expectations

**Mission Statement**  
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.