



300 North 17<sup>th</sup> Street  
Moorhead, MN 56560  
Phone (218) 236-0500  
Fax (218) 236-7301

*Position Classification:*      **Substitute Teacher**

Type of Position:   ☐ Exempt   ☒ Nonexempt   ☐ Salaried   ☒ Hourly (Daily)

### **POSITION SUMMARY**

The substitute will cover a classroom for an absent full-time teacher, adhering to the daily lesson plan, maintaining order, and ensuring students continue learning. This includes taking attendance and managing student behavior. Duties vary depending on classroom level and may include proctoring quizzes and exams, explaining learning objectives, and using pre planned educational materials.

### **ASSIGNMENT TYPES**

Same Day classroom assignments

Pre-scheduled daily classroom assignments on a ½ day or daily basis

Pre-scheduled long-term classroom assignments

### **POSITION REQUIREMENTS**

#### **Education and/or Experience:**

The Teacher shall be a college graduate.

#### **Spiritual:**

All PCS Substitute Teachers should have a personal relationship with Jesus Christ and agree to the Park Christian School Statement of Faith.

### **COMPENSATION: 2025/2026 School Year**

Daily Rate:      \$135.00

½ Day Rate:    \$67.50

Long Term:    \$165.00/day (after 5 consecutive days in same classroom)

### **CONTACT INFORMATION:**

Lawton Burgstahler

Substitute Teacher Coordinator

[lburgstahler@parkchristianschool.org](mailto:lburgstahler@parkchristianschool.org)

Please complete the Substitute Teacher Application at [parkchristianschool.org/About PCS/Employment](http://parkchristianschool.org/About PCS/Employment)