



## Substitute Teacher

**Job Title:** Substitute Teacher

**Reports to:** Secondary Principal/Dean of Elementary Students

### Employee Profile:

- Committed to Jesus Christ as Lord and to Christian schooling
- Has a conviction of God's calling to Christian school ministry
- Demonstrates a daily, personal, Spirit-led walk with Christ
- Attends church regularly with a congregation that has a statement of faith consistent with Central Christian Academy's Statement of Faith
- Demonstrates, by example, the importance of the Scripture in the daily life of a believer
- Agrees and supports the CCA Statement of Faith and employee lifestyle statement
- Models servant leadership and has the ability to build relationships and support the school mission
- Demonstrates a spirit of dedication, commitment, flexibility, and responsiveness
- Listens to and responds to counsel
- Commitment to ongoing professional learning

### Role:

The Substitute Teacher will serve as a member of the teaching faculty and provide direction for the program and instruction for students in the absence of the regularly assigned teacher. The teacher will be responsible for implementing the learning plan assigned by the regularly assigned teacher. Additionally, he/she will be responsible for fostering an appropriate learning environment for the students they are assigned to.

### Responsibilities:

#### Operational

- Establish a supportive and positive atmosphere with the students
- Adhere to systems and procedures of the classroom that have been established by the teacher
- Adapts and/or modifies classroom materials and assignments as appropriate to facilitate student learning
- Communicate pertinent information to the classroom teacher about student behavior, learning experiences, and parent communications
- Assists in supervision of students in the classroom, hallways, and playground, training students to follow classroom rules and love their neighbor
- Assist in keeping the classroom clean and organized

- Collaborate with other staff as needed to meet the needs of the student and help the day run smoothly
- Treat all information about the student as confidential, only to be shared as needed with others on the team
- Other duties as assigned

#### **Family and Community Relations**

- Support faculty, families, students, and visitors through effective communication processes and problem-solving efforts maintaining confidentiality

#### **Education and Experience Requirements:**

- Two years of college
- Teaching experience helpful/Training provided as needed

#### **Working Conditions:**

- Primarily classroom environment with some time outdoors with the ability to engage with students and other teachers

#### **Physical Requirements:**

- The ability to stand, walk, sit, kneel, bend, reach, grip, climb, push, pull, carry, or lowered for a duration of time. Ability to lift 25 pounds. The ability to use fine motor skills including tactile while performing a task

#### **Direct Reports:**

- None

#### **ACKNOWLEDGEMENT**

I acknowledge that I have read the job description and requirements for the Substitute Teacher position and I certify that I can perform these functions.

Employee/Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor/Hiring Manager: \_\_\_\_\_

Date: \_\_\_\_\_

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by appropriate administrator. Central Christian Academy reserves the right to update, revise or change this job description and related duties at any time.

