



## Substitute Teacher

**Job Title: Substitute Teacher**

**Specific Grades: K-3, 4-6, 7-12**

**Reports to: Elementary Principal/Secondary Principal/Academic Dean**

**Profile:** This role will provide direction and instruction for students in the absence of the regularly assigned teacher. The Substitute Teacher will be responsible for teaching the lesson plans assigned by the regularly assigned teacher. Additionally, the Substitute Teacher will be responsible for fostering an appropriate learning environment for the students to which they are assigned. This is an on-call hourly position with guaranteed pay for either half or full days, depending on the assignment.

### **Spiritual Requirements:**

- Evidence of a committed and mature faith in Jesus Christ
- A belief that the Bible is God's inerrant and infallible Word
- Evidence of active church attendance and membership at a church whose statement of faith is consistent with that of CCC and CCA
- Agreement with CCA's Mission, Core Values, Purpose, Statement of Faith, Biblical Lifestyle Statement, and Statement on Life, Marriage, Gender Identify and Human Sexuality
- Willingness to serve as a Christian role model as outlined in the CCA employee handbook
- Willingness to set an example of prayer, Bible study and unity in Christian fellowship
- Commitment to resolve professional and personal conflict biblically
- Models servant leadership and has the ability to build relationships and support CCA's mission
- Listens and responds to counsel

### **Duties and Professional Requirements:**

- Establish a supportive and positive rapport with students
- Adhere to systems and procedures of the classroom that have been established by the teacher
- Supervision of students in the classroom, hallways, playground and/or lunchroom
- Communicate pertinent information to the teacher regarding student behavior, learning experiences and parent communication
- Collaborate with other staff as needed to meet the needs of students
- Ability to engage with students and teachers
- Strong communication skills in both speech and writing
- Assist in keeping the classroom clean and organized
- Recognition of the need for good public relations and the ability to represent CCA in a professional manner to its constituency and the general public.

- Commitment to strict confidentiality with all information regarding all staff and students

**Education and Experience Requirements:**

- Two years of college
- Teaching or teacher aide experience preferred

**Physical Requirements:**

- The ability to stand, walk, sit, kneel, bend, reach, grip, climb, push, pull, carry for a duration of time
- Ability to lift 25 pounds
- The ability to use fine motor skills including tactile while performing a task
- Primarily classroom environment and some time outdoors with the ability to engage with students, parents and teachers

**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: \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

**Applicants: Please apply [here](#)**