

VERDE CHRISTIAN ACADEMY

SUBSTITUTE TEACHER JOB DESCRIPTION

102 S. WILLARD STREET

COTTONWOOD, ARIZONA 86326

PHONE 928-634-8113

GENERAL DESCRIPTION

GOAL: The substitute teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, knowledgeable, and responsible Christians to the praise and glory of God. This is done on a temporary basis to assist as teachers are absent.

OVERVIEW: The substitute teacher shall be one who has trusted Jesus Christ as Lord and Savior and feels called of God to the teaching profession. The substitute teacher shall be a college graduate.

Contracted by: N/A

Responsible to: Administrator

Supervises: May supervise students, aides, volunteers.

Evaluation: Teacher performance will be evaluated in accordance with provisions stipulated in the VCA Staff Policy and Handbook.

REQUIRED PERSONAL QUALITIES

The substitute teacher shall:

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40), and be devoted to prayer, sharing one's faith, and spending personal time studying God's Word.
4. Agree with the school's Statement of Faith and Christian philosophy of education, and be a member in good standing at a local, evangelical church that has a Statement of Faith in agreement with the school's Statement of Faith.
5. Have the spiritual maturity, academic ability, and personal leadership qualities to "Train up a child in the way he should go" Proverbs 22:6
6. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the body of Christ.

7. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
8. Demonstrate the character qualities of enthusiasm, courtesy, and flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
9. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
10. Meet everyday stress with the emotional stability, objectivity, and optimism.
11. Shall notify the administration of any policy he/she is unable to support.
12. Refuse to use or circulate confidential information inappropriately.

JOB DESCRIPTION - Essential Functions

The substitute teacher shall:

1. Reflect the purpose of the school, which is to honor Christ in every class, and in every activity.
2. Encourage students to accept God's gift of salvation and help them grow in their faith.
3. Cooperate with the VCA Leadership Team and administration in implementing all policies, procedures, and directives governing the operation of the school.
4. Teach classes as assigned following prescribed scope and sequence or curriculum established by the administration and/or School Leadership Team.
5. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
6. Keep proper discipline in the classroom and on the school premises.
7. Maintain a clean, attractive, well-ordered classroom.
8. Adapt prescribed curriculum, as much as possible, to meet the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
9. Employ a variety of teaching techniques, instructional aids, methods, and materials for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
10. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
11. Recognize the need for good public relations by representing the school in a favorable and professional manner to the school's constituency and the general public.
12. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
13. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration as outlined in the teacher's handbook.
14. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
15. Inform the administration in a timely manner if unable to fulfill any duty assigned.
16. Agree to meet all state requirements for background checks, physical exam, fingerprint card and T.B. tests.
17. Follow plans prescribed by teacher as time and resources allow.

JOB DESCRIPTION - Supplemental Functions

The substitute teacher shall:

1. Utilize educational opportunities and evaluation processes for professional growth.
2. Provide input and constructive recommendations for administrative and managerial functions in the school.
3. Perform any other duties, which may be assigned by the administration.

JOB DESCRIPTION - Physical Requirements

1. Substitute Teacher will be able to escort children to and from the playground.
2. Substitute Teacher will be able to escort children up and down flights of stairs.
3. Substitute Teacher will be able to supervise playground activities and provide assistance to children as needed.
4. Substitute Teacher will be able to lift 20-50 pounds.
5. Substitute Teacher will be able to successfully operate and learn new technologies.
6. Substitute Teacher must have adequate hearing, and eye sight (with or without corrective lenses) to carry out teaching and supervisory responsibilities.

I have read the VCA Substitute Teacher’s Job Description and agree to perform my duties according to the written guidelines.

I understand that further information and guidelines concerning my performance and the School’s expectations are contained in the Staff Handbook and I will endeavor to meet these guidelines as well.

Date _____ Substitute Teacher Signature _____

Date _____ Administrator Signature _____