



THE KING'S ACADEMY

Job Title:	Substitute Teacher
Job Status:	Part-Time
Exempt Status:	Exempt
Department:	Academic
Reports to:	Substitute Teacher

Job Summary

The primary responsibility of the Substitute Teacher is to provide classroom instruction to the students of The King's Academy and to be a positive role-model to them. Substitute Teachers should view their role as a ministry, helping each student toward reaching their full potential in Christ.

Essential Job Functions

Planning and Teaching

- Check the substitute folder or teacher's desk for a lesson plan. Follow the teacher's lesson plan carefully, including any seating charts.
- Within the first 15 minutes of class, check the student roster located in the substitute folder, take attendance, and submit to the SAO via a student runner or by email to sao@tka.org.
- Check the student roster for the names of students who have accommodations. If a test is scheduled during your class period, dismiss students with accommodations to the ASC to take their test.

Classroom Management

- Maintain discipline in the classroom to ensure maximum learning
- Hand out any notes or call slips if they are delivered to your classroom by the SAO
- Do not send students to the library unless it is necessary

Procedure

- Receive calls from the Substitute Coordinator before 9:30 p.m. and after 6:15 a.m.
- The Substitute Coordinator will notify you of your teaching period(s) via email.
- On the day of your teaching assignment, you may pick up a classroom key from the SAO; please return the key to the SAO after your assignment.
- Arrive in the classroom before the bell rings, familiarize yourself with the schedule, the lesson plan, and classroom technology. Confirm your ability to access the technology in the classroom. If you need assistance, please notify the Substitute Coordinator or the IT Department at help.desk@tka.org.

- Leave feedback for the teacher regarding the status of the lesson plan and any additional information you feel is pertinent for the teacher to know. Please report any concerning incidents to the Substitute Coordinator or SAO staff.
- Leave the classroom in order.

Communication

- Communicates with parents on an “as needed” basis regarding their student’s academic or behavioral status in the class
- Returns phone calls and emails within 24 hours
- Keeps an accurate record of all communications with parents
- Advises the Department Lead as soon as plans to be away from the classroom are being considered

Meetings and Events

- Attends Grade Level and Department meetings, as scheduled
- Leads a daily student homegroup
- Coordinates field trips and special events, as needed
- Attends the Staff and students’ Retreat every year, as scheduled by the Administration
- Performs any other duties that may be assigned

Qualifications

Education and Experience

- Bachelor’s degree or higher in the field related to teaching assignments
- Credential in the field related to teaching assignments *preferred*
- Training or experience in education *preferred*

Skills and Abilities

- Broad knowledge and experience in the teaching field
- Excellent skills in both oral and written communications
- Ability to follow detailed lesson plans
- Familiarity with Microsoft Office and G Suite

Core Characteristics

- Commitment to serving Jesus Christ
- Ability to work under pressure and in a fast paced environment
- Ability to keep confidential information
- Energetic, flexible, resourceful
- Leadership and mentoring skills
- Able to understand, love and relate to students
- Must be active in a local Christian body of believers or at least pursuing community with other Christ-followers

- Must have compatible theology on significant issues of TKA's Statement of Faith and Lifestyle Agreement

Working Conditions & Physical Requirements

- Required to use the computer throughout the day
- Frequently communicates with students, parents and colleagues throughout the day.
- Work will be performed from the campus
- Will move throughout the campus during the day
- May occasionally have to lift up to 20-pounds
- Work is generally performed, **August-Mid-June, Monday-Friday between the hours of 7:30 a.m. to 3:00 p.m.**

Please Note:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; therefore, this job description is subject to change.

To apply for this position, please click our [application link](#) to be redirected to our recruiting website.