



Job Title:	Substitute Teacher
Job Status:	Part-time
Exempt Status:	Non-Exempt
Department:	Various
Reports to:	Substitute Coordinator

Job Summary

It is the primary responsibility of the substitute teacher 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.

Duties and Responsibilities

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.

Qualifications

Education and Experience

- Bachelor's degree or higher in the field related to teaching assignments preferred
- 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

Other 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, nurture, and relate to students

Working Conditions

This position requires that the employee work during school hours. The noise level in the work environment is quiet to moderate.

Physical Requirements

This position may entail standing for extended periods. While performing the responsibilities of the job, the employee might occasionally be required to lift up to 25lbs of weight.

Disclaimer or provisions: This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.