

Job Description
Calvary Chapel Academy
Substitute Teacher

Reports to: Calvary Chapel Academy (CCA) Head of School
FLSA status: Hourly (non-exempt)
Hours per week: On-call
Campus: Melbourne

A substitute teacher shall be fully qualified and able to instruct students in a classroom environment during the absence of the regularly assigned teacher.

Win, Disciple, Send: ...*We will tell the next generation the praiseworthy deeds of the Lord, his power, and the wonders he has done...and they in turn would tell their children. Then they would put their trust in God and would not forget his deeds but would keep his commands.* Psalm 78:4-7

Job Requirements:

- Supervise students and follow the curriculum and lesson plans provided by teacher
- Leave documentation for the absent teacher regarding:
 - Any behavior issues
 - Percentage completed of assigned lesson plan along with details of what was incomplete
 - Any noteworthy information
- Abide by the rules of Calvary Chapel Academy as listed in the CCA Employee Handbook
- Maintain a neat and orderly classroom (*For God is not a God of disorder but of peace—as in all the congregations of the Lord’s people.* 1 Corinthians 14:33): Prepare and display an organized environment and maintain godly character

Other Duties and Responsibilities:

- Keep all personal and medical information confidential regarding students, parents and staff
- Be familiar with emergency protocols as stated in the CCA Emergency Preparedness Plan
- Perform any other duties assigned by supervisor
- Follow the Matthew 18 principle in dealing with conflict

Required Skills:

- Demonstrate a reasonable level of computer literacy
- Possess good verbal and written communication skills (*The hearts of the wise make their mouths prudent, and their lips promote instruction.* Proverbs 16:23): Communicate in a clear, professional manner with godly wisdom
- Possess evidence of other adequate preparation, background or experience as determined by the school administrator

Other Qualifications:

- Be a Christian role model in attitude, speech and actions toward others
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, “Jesus is Lord,” and believe in your heart that God raised*

him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved. Romans 10:9-10)

- Fruit of the Spirit is consistently displayed in your life (*But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23*)
- Be a reflection of God's love to colleagues and visitors (*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another. John 13:34-35*)
- Mature and ongoing relationship with Christ
- Actively participate in a local Bible-believing church
- A dependable team player who understands unity and works well with people (*Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3*)
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters (*We are sure that we have a clear conscience and desire to live honorably in every way. Hebrews 13:18*)
- Servant-heart and optimistic attitude (*Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves... Philippians 2:3*)
- Have a conviction that God has called him/her to Christian school ministry
- Follow the Matthew 18 principle in dealing with conflict

I have read the above job description. I understand that I am responsible for the requirements as outlined and that this position may also include other duties.

Employee Name

Date

Employee Signature

Authorized by:

Administrator