



## **Victory Christian Academy**

### **Substitute Teacher Job Description**

- Goal:** The job of the Substitute Teacher is to supervise the classroom and teach the lesson plans left by the absent teacher. The Substitute Teacher is responsible for the well-being and safety of the students, taking attendance, maintaining a functioning classroom, utilizing classroom management skills, leaving a clean classroom and teaching any provided curriculum, all from a biblically sound perspective.
- Overview:** The Substitute Teacher shall be a born-again Christian, with at least a bachelor's degree, who is glad to serve and guide students in a Christ like manner
- Responsible to:** Principal, Vice Principal, Classroom Teacher
- Supervises:** Students

#### **Personal Qualifications**

The teacher shall:

1. Be deeply committed to a sincere, daily walk with Jesus Christ.
2. Believe that the Bible is God's Word and standard for faith and daily living, spending regular time reading it and being devoted to prayer.
3. Reflect an authentic relationship with and submission to Christ in relationship with students, fellow staff, and any parents they come in contact with.
4. Respect and support the school's leadership, Statement of Faith, Vision and Mission Statements. Promptly notify administrator or school board of any policy he/she is unable to support.
5. Maintain a professional personal appearance, recognizing that he/she is a daily role model for students, thus reflecting school standards set for dress.

#### **Professional Qualifications**

1. Holds a bachelor's degree from an accredited college or university.
2. At least a year of classroom/substitute experience preferred.
3. Clean DOJ and FBI Background Check (through livescan for VCA)
4. Negative TB Test or waiver from doctor
5. Willingness to pursue higher education and continue professional development.

#### **Job description - Essential functions**

1. Take attendance according to VCA procedures (through FACTs)
2. Supervise classroom of absent teacher, fulfill any recess/break supervision of absent teacher.
3. Teach any provided lesson plan.

4. Maintain a respectful, friendly, functioning classroom environment that is conducive to learning.
5. Use proper discipline in the classroom and on the school premises, bringing any questions and concerns to administration or office staff.
6. Never leave a classroom unattended.
7. Ensure that students leave the classroom neat and orderly- straightening chairs and desks, picking up trash, taking with them all personal items.
8. Know emergency procedures and evacuation routes for the classroom.
9. Know procedures for behavior management- either communicated by absent teacher in advance or office staff.