



Substitute Teacher

Job Description

Job summary: To perform regular teacher's duties in the absence of the teacher and provide a Christ-centered classroom.

Hired by: School Board and the Administrator

Reports to: Administrator and Administrative Assistant

Required Spiritual Qualities

It is expected that the substitute teacher will ...

- Acknowledge Christ as Savior and Lord and live as His disciple.
- Believe the Bible is the inspired, infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statements of faith and marriage, gender and sexuality.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others.
- Use the Fruits of the Spirit (Galatians 5:22-23) in working with parents, staff and students.
- Actively participate in a local Bible-believing church.
- Have a strong knowledge and understanding of Scripture and a passion to educate and disciple middle school age children.

Required Professional Qualities

It is expected that the substitute teacher will ...

- High school graduate
- Participate in required training for substitutes.
- Demonstrate a reasonable level of computer literacy and able to use technology in the classroom.
- Understand the mission, core values, and educational policies of BCA.
- Follow school procedures and policies in administrative and educational matters set by the Administrator and BCA school board.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.

Required Personal Qualities

It is expected that the substitute teacher will ...

- Sign and live by the school's statement of faith and marriage, gender and sexuality as a condition for employment and continued employment at BCA.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train a child in the way he should go" (Prov. 22:6, NIV).
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.

Essential Job Functions—Accountabilities

It is expected that the substitute teacher will ...

- Adheres to the established routines and procedures of the school and classroom to which assigned.
- Teach lessons as outlined by the absent teacher.
- Create a classroom environment that is conducive to learning.
- Be responsible for knowing the school's crisis plan to ensure student safety in emergency situations.
- Have an attitude of Christ likeness in all aspects of the classroom: lessons, relationships (students, parents, and staff), classroom management, and discipline.
- Communicate, collaborate and cooperate with colleagues, parents, and students.

Physical Requirements

- Some classrooms are located upstairs, substitute teacher must be able to accompany students to and from their classrooms by ascending and descending the stairs several times a day.
- Substitute teacher must be able to accompany students in and outside the building in the parking lot and at the school entrance for dismissal.