

## **Substitute Teacher Job Description**

The teachers at Faith Christian Academy have a profound impact on the lives of their students. When a teacher has a planned or unplanned absence, we rely on a skilled substitute to fill in. We're currently looking for engaging, reliable substitute teachers for classes at all levels, from pre-kindergarten to high school. In this role, the substitute will cover for an absent full-time teacher, adhering to the day's lesson plan and ensuring that students have a fulfilling learning experience. The ideal candidate will have substitute teaching experience and an ability to lead classrooms effectively.

### **Objectives of this role**

- Maintain maximum availability to accept assignments
- Execute lesson plans consistent with teacher guidelines and school curriculum
- Establish an orderly classroom environment and provide a positive learning experience
- Become familiar with school emergency protocols, such as fire drills and lockdown
- Adhere to all school policies and procedures

### **Responsibilities**

- Follow the teacher's instructions for the lesson plan, or create a lesson plan if none is available
- Record attendance according to school procedure
- Assign homework according to the lesson plan
- Supplement lesson plan with other classroom activities, if time allows
- Maintain discipline in the classroom and foster a safe, productive learning environment in accordance with school policies
- Compile reports for teachers that include student attendance, lesson-plan progress, disciplinary actions, and positive developments

### **Required skills and qualifications**

- Advanced competency in at least two subjects; general competency in all others
- Flexibility and patience in scheduling
- Confidence and proficiency in giving instruction
- Superb verbal and written communication skills
- Ability to pass a background check

### **Preferred skills and qualifications**

- Bachelor's degree
- Certificate or credential for teaching