Substitute Teacher Job Description

Reports to: Divisional Principal

Job Summary:
The Substitute teacher will be a Christian who will help students learn the subject matter and will contribute to their development as mature Christians in the absence of their regular teacher.

This is an on-call, hourly position during the school year, August through May.

Essential Job Functions:

- Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons or unit projects and communicates these objectives to students.
- Reports to the divisional principal or administrative assistant upon arrival at the school
- Maintains as fully as possible, the established routines and procedures of the school and classroom to which assigned
- Teaches lesson plan as outlined by the absent teacher
- Performs all extra duties for the absent teacher as required by the divisional principal
- Meets and instructs assigned classes in the locations and the times designated
    - Moves throughout the classroom and keeps eyes on all students at all times. Must not sit at a desk for extended periods of time.
    - Keep track of students leaving to use the bathroom or run other errands
- Maintains appropriate and respectful relationships with students
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students

Required Qualifications and Experience:

- Your service at The First Academy is a ministry. In your ministry role, it is imperative that you understand the importance of embracing a Christian Worldview and being an ambassador for the Gospel. The Baptist Faith and Message of 2000, The First Baptist Church of Orlando, and the School's Statement of Faith outlined in Article III of its By-laws are the guidelines of Biblical interpretation and application to social and lifestyle issues at The First Academy. As an employee of The First Academy, you agree to minister and be a role model to students and others within these guidelines.
- Evidence a mature personal Christian faith consistent with the First Academy Statement of Faith including being a born again Christian, active Church member, exhibiting a close personal walk with Jesus Christ:

modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in the aftercare program
- Demonstrate an understanding of and a commitment to the distinctive qualities of Christian education
- Feels called by God to the teaching profession
- Present a positive image of the school to others and to the community
- Recognize and assist parents to have primary responsibility before God for their children's education
- Ability to maintain an appropriate work/life balance
- Demonstrate strong problem solving and conflict resolution skills, incorporating the appropriate level of diplomacy and tact
- Possess solid communication skills, both written and verbal, strong organizational skills, ability to finish tasks in a timely manner and effectively partner and collaborate with others
- Ability to maintain confidentiality pertaining to school/student matters
- Experienced with using technology in a classroom environment, preferable Apple product
- Preferred licensed by a regionally accredited agency, ACSI, or State Teacher's certification. Status of eligibility is also acceptable.
- Minimum of 2 years teaching experience preferred, or equivalent proven expertise through related work experience.
- Bachelor's Degree or higher (AA Degree acceptable for non-academic subjects)

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.