



## Prestonwood Christian Academy

## Job Description

Position: **Substitute Teacher, Long Term**  
Classification: **Hourly, Exempt**

Reports to: **Divisional Principal**

**Mission:** To assist Christian parents by helping equip students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches and communities for Christ.

### Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

### Summary:

The primary role of a long term substitute teacher is instructing students, both using lesson plans and materials provided by the teacher or by enacting new lesson plans. Long term substitute teachers need to be able to convey information to students to prepare them for testing, achieve curriculum goals, and ensure that the teacher's absence does not cause an interruption in classroom instruction.

### Duties and Responsibilities:

- Gain familiarity with the course materials and expectations to successfully teach the subject matter. Often this role involves a combination of using existing plans and developing new materials
- Follow lesson plans provided by the teacher which detail assignments, proctor quizzes or tests as requested
- Responsible for classroom management. This involves setting rules and ensuring students adhere to them, as well as taking disciplinary actions as necessary
- Take attendance as directed by divisional Principal's office
- Assist Teacher on leave with conducting student evaluations. This aspect of the role can involve grading homework, class assignments, and research papers. It can also involve a long term sub to maintain records of student's performance and issue grades at the end of the semester or term
- Student evaluations requires organization and the ability to determine whether a student's performance meets expectations
- Maintain classroom organization and clean up
- Supervise class during assemblies, weekly chapels and library times and as needed
- Assume teacher's assignments as instructed; such as early care duty, car pool duty or lunch room duty
- Professional attitude with regards to students and administration
- Effective communicator, able to work with teachers, administrators, and parents to ensure student success
- Other duties as assigned by the Principal

**Qualifications/Skills:**

- College degree and background in teaching and instruction
- Teaching certification in subject matter preferred
- Good communication skills
- Flexibility and ability to adapt to changing circumstances

**Physical and Mental Requirements and Work Environment Conditions:**

- Talking – expressing ideas by means of the spoken word to convey instructions to students/parents and co-workers accurately, loudly or quickly
- Hearing – ability to perceive sounds at normal speaking levels with or without correction and to receive detailed information through oral communication
- Standing and walking for sustained periods of time – moving about on foot for lecturing and monitoring students in the classroom, as well as throughout the building and playgrounds
- Stooping, crouching, crawling and kneeling – ability to assist small children with various needs
- Climbing, Reaching, Pushing, Pulling and Lifting – ability to pick up small children as need as well as for classroom set up purposes; occasional lifting between 30 – 50 pounds
- Repetitive motion of the wrists, hands and fingers
- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Environment is primarily indoors in a classroom environment as well as intermittent outside weather conditions, including extreme heat and cold
- Works in a highly stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts

**Schedule:**

On-call as needed during the school year