



## Prestonwood Christian Academy

## Job Description

Position: **Substitute Teacher, Part Time**

Reports to: **Human Resource Director**

Classification: **Hourly, Exempt**

**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

### Duties and Responsibilities:

- Assist and support the teacher in any way possible while they are away from the classroom
- Follow lesson plans provided by the teacher which detail assignments, proctor quizzes or tests as requested
- Take attendance as directed by divisional Principal's office
- Help with 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
- Maintain professionalism in regards to making any personal phone calls or taking care of personal business during time scheduled to be with your class
- Other duties as assigned by the Principal

### Qualifications/Skills:

- College degree
- Good communication skills
- Flexibility and patience in times of stress

### 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