Arrowhead Christian Academy, Job Description – Substitute Teacher

Overview

The qualified individual will substitute on all needed subject area. ACA understands some individuals may be more comfortable with certain age groups, and the substitute should communicate this to the principal. He/she is expected to demonstrate patience, humility, and integrity while performing his/her day-to-day duties. The teacher will possess a general working knowledge of managing a classroom. He/she must be devoted to prayerfully work with administration, faculty, and students to develop and maintain a school which is thoroughly Christian and academically outstanding.

Responsibilities and Duties

- Follow the instructions given by the regular classroom teacher
- Supervises additional duties which may include recess, lunch, student pick-up.)
- Utilizes valid teaching techniques as assigned by the regular classroom teacher
- Uses homework effectively for drill, review, enrichment or project work
- Incorporates technology into the classroom as assigned by the regular classroom teacher
- Records all students' work in an online grading program

Whole Child Awareness and Responsibilities

- Teach and enforce proper social behavior and interaction among students
- Be aware of and promote physical health, including communicating to parents any concerns
- Lead students into a relationship (or a deeper relationship) with God and His Word, both proactively and reactively
- Be aware of and respond with biblical truth to the emotional needs of students
- Help instill in students the belief in and practice of a biblical worldview.

Qualifications and Skills

- Active church member of Northwest Valley Baptist Church, ACA's parent ministry, or a parent of an ACA student
- Ability to build rapport with students and parents
- Good communication and presentation skills
- Sensitivity to help low achieving students