



Mountaintop

CHRISTIAN ACADEMY

Substitute Teacher Job Description

GENERAL DESCRIPTION

Role: The substitute teacher shall have the spiritual maturity, academic ability, and personal leadership qualities to “train up a child in the way he/she should go”. He/She shall be committed to his/her work as a God-given ministry, with the motivation to please God and bring honor to Him. This shall be done on a temporary basis, providing continuity of instruction for students in the absence of their regular classroom teacher.

Overview: The substitute teacher shall meet the State of Pennsylvania requirements and qualifications for a substitute educator, and shall feel called by God to the teaching profession.

- Valid Pennsylvania educator certificate OR out of state certificate
- Valid Pennsylvania Private Academic Teacher Certification
- Bachelor’s Degree (or foreign equivalency) if not certified
- U.S. citizen or permanent resident alien status (Green Card)

Responsible to: School Director.

REQUIRED PERSONAL QUALIFICATIONS

The substitute teacher shall:

- Have received Jesus Christ as his/her personal Savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be in weekly attendance at a Bible-teaching church of his/her choice.
- Be in whole-hearted agreement with the school's Statement of Faith, Christian philosophy of education, and learning objectives.
- Be at all times, both in and out of school, a Christian role model in attitude, speech, and actions toward others.
- Be willing to share his/her relationship with Jesus Christ with children and adults.

REQUIRED PROFESSIONAL QUALIFICATIONS

The substitute teacher shall:

- Submit to regularly required background checks through DHS, PSP, and FBI. As well as, have no substantiated report of child abuse or neglect, conviction of a felony within the past five years, a sex offense, a crime of violence, or a crime against children.
- Complete any training requested by the MCA School Director.

- Be mentally and physically capable of caring for a group of children; including, but not limited to, the abilities to sit, walk, stand for extended periods of time, carry, lift, reach, stoop, climb stairs, and tolerate heat and cold outside.
- Possess a strong work ethic, be punctual, be responsible, be proactive.
- Have an awareness of the unique needs of children, and have appropriate expectations of their abilities.
- Communicate professionally and effectively in verbal and written form.
- Treat confidential information with discretion and judgment.
- Multi-task and be flexible in a dynamic classroom or playground environment.
- Use and be proficient with devices and software applications as necessary.
- Develop positive and effective working relationships with administrators, staff, and others.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
- Adhere to all MCA policies and procedures outlined in the Staff Handbook.

RESPONSIBILITIES

The substitute teacher shall:

- Reflect the mission, the Christian philosophy of education, and the learning objectives of MCA in every class and every activity.
- Have the ability to teach any subject and grade level required of him/her.
- Have competent level of knowledge and skill in conducting an instructional experience.
- Maintain a clean and well-ordered classroom.
- Keep proper discipline in the classroom and on the school premises for an effective learning environment.
- Report any incidents regarding safety and student behavior, on the day of the incident, to the School Director.
- Provide safe and loving supervision of students in a school setting.
- Know the procedures for dealing with issues of an emergency nature.
- Teach and assume all assigned duties on behalf of a regular classroom teacher when he/she is absent.
- Report to the school office at the beginning and end of the day.
- Adhere to the curriculum and lesson plans that are provided by the classroom teacher. Upon the event that no lesson plans are provided, the substitute teacher manages and instructs students, in an age appropriate manner, to the best of their knowledge in the subject/class they are substituting for.
- Provide regular classroom teacher with substitute notes summarizing student behavior, details of what was accomplished in each subject/class, and any additional feedback pertaining to the day.

Date Job Description reviewed: _____

Substitute Teacher's Name (printed): _____

Substitute Teacher's Signature: _____