



Faith Community Academy Elementary Substitute Teacher Job Description

Job Goal:

The Academy Substitute Teacher is responsible for upholding the vision, mission, and core values of Faith Community Academy Elementary School, creating an environment that promotes the social, emotional, cognitive and physical growth as well as the spiritual growth of the students. The substitute teacher will follow the absent teacher's written lesson plans, while maintaining a positive learning environment for students.

Line of Authority:

The substitute teacher reports directly to the Academy's Director.

Essential Duties:

- Follows the teacher's written lesson plans; consults with the director to resolve questions/concerns or before initiating any teaching or other procedures not specified by the absent teacher.
- Prepares a written summary of work completed; communicates special situations or problems encountered with the absent teacher.
- Models Christian behavior in speech, actions, and attitude.
- Implements effective behavior management procedures and upholds student expectations as outlined in the FCAE Parent/Student Handbook.
- Maintains confidentiality of student records and information.
- Promotes a favorable image of Faith Community Academy / Berea Baptist Church.

Qualifications:

- Have a deep commitment to Jesus Christ based on a personal relationship with Him.
- Have a solid understanding and commitment to the Academy's Statement of Faith.
- Effective oral and written communication skills.
- Ability to work cooperatively in a team setting.
- Ability and willingness to utilize technology as part of the instructional plan.

Education and Experience:

Required

- High School Diploma
- 3 Professional References and a Pastoral Reference
- Must Pass Annual Background Check

Preferred

- Bachelors/Masters Degree from accredited institution