

Reid Temple Christian Academy

Substitute Teacher

Summary: The Substitute Teacher is charged with facilitating instruction in the absence of the regular teacher. This position requires the ability to provide instruction on-site, as well as remotely.

Key Responsibilities:

* To report to the main office upon arrival; check with the substituted coordinator for daily assignments.
* Maintains classroom discipline that fosters a safe and positive environment for all students and staff in accordance with school policies;
* Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as is reasonably possible;
* Follow the instructions of the absent teacher and implement the provided lesson plans accordingly.
* Completes a Substitute Teacher Report Form or an email update to the regular classroom teacher.
* Return instructional materials, equipment, and keys to the proper place

**Qualifications/Requirements**:

* A minimum of High School Diploma or GED
* Previous substitute teacher or teaching experience preferred
* Commitment to providing a holistic Christian education that ministers to the whole child – body, mind, and spirit
* Some knowledge of the teaching/learning process in child development
* Ability to modify instruction to meet the individual needs of students
* Ability to exercise control and maintain classroom discipline
* Excellent oral, written, and human relations skills.
* Able to provide instructions through a virtual platform as well as on-site

**Substitute Rate:**

* $12.50 - $21.94 based on experience and credentials