



Substitute Teacher
Reid Temple Christian Academy

Summary: The Substitute Teacher is charged with facilitating instruction in the absence of the regular teacher.

Key Responsibilities:

- Reports to office upon arrival at school; checks mailbox of absent teacher for materials requiring immediate attention; requests clarification of school rules and procedures, if necessary;
- 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;
- Implements lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate;
- Completes a Substitute Teacher Report Form for the regular classroom teacher;
- Returns instructional materials, equipment, and keys to proper place

Qualifications/Requirements:

- Bachelor's degree
- Previous substitute teacher experience preferred
- Commitment to providing a holistic Christian education which 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.