

Academy Classroom Substitute Job Description

Mission: at Triad Baptist Christian Academy it is our desire to assist and support the parent in laying a foundation that will help each child choose Christ as their personal savior, increase in academic knowledge with a Christian worldview, and develop talents according to his or her God-given potential.

Primary Purpose: To carry out the mission of Triad Baptist Christian Academy by providing a classroom environment which promotes spiritual and academic growth; to motivate students to develop skills, attitudes and knowledge necessary for success in the class; to establish good relationships with parents and other staff members; and to stay current with best practices in education which is relevant to the grade and/or subject being taught.

Qualifications: High School Graduate
Graduation from a college or university which is recognized by ACSI preferred
Minimum 1-2 years' experience in a school environment preferred
Strong written/verbal communication skills
Strong social skills
Initiative
Ability to understand and follow specific instructions and procedures
Agrees and signs TBCA Statement of faith
Must be an active member of a local church whose doctrinal beliefs and practices are in agreement with the TBCA Statement of Faith.

Supervisor: Director of Education; Assistant Teachers are responsible and accountable to the Lead Teacher, Principal and Director of Education.

Personal Conduct:

- Maintains a close personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students serving as a Christian role model.
- Conduct self in professional manner at all times. Conduct self in word, deed and attitude that are consistent with the current mission, philosophy and goals of the school.
- All information regarding staff, children and their families shall be kept strictly confidential.
- Maintains a professional image, a neat and well-groomed appearance; wears staff school badge.
- Report absences due to illness or emergencies to the Director of Education.
- Schedule vacation days in advance so that adequate back-up and supervision can be made available.
- Follow all policies and procedures of Triad Baptist Christian Academy
- Serve in the ministry as a team player striving for unity in spirit and action
- Speak with a united voice in support of final decisions made in the best interest of the school and its programming regardless of differences of opinion.
- Handle conflicts by prayerfully seeking a solution, speaking directly to others involved with understanding and mutual respect, not participating in gossip or public criticism of people, programs or policies.

- Maintains professional conduct and attitude when interacting with children, parents, coworkers, church staff, church membership, visitors and community at-large.
- Observes the Matthew 18 principle in conflict resolution. Avoids a negative, critical spirit. Takes problems to appropriate administrator as necessary.

Professional Development:

- Community CPR/First Aid certification
- Playground Safety Training
- Fire Safety Training
- Intruder Training

Essential Job Functions:

- Follow teacher sub plans by teaching grade level/subject(s) assigned by the appropriate administrator; direct supervision and planning must be provided by the Classroom Teacher for any subjects.
- Assists in the classroom using a variety of instructional strategies including inquiry, group discussion, discovery, group activities, lecture, etc.
- Translating lesson plans into multiple and varied learning experiences so as to best utilize the available time for instruction
- Implements and maintains the Classroom Teacher's standards of student behavior needed to achieve a functional learning atmosphere in the classroom
- Maintain the highest level of confidentiality with all matters at all times
- Maintains professional competence through in-service education activities provided by professional growth activities
- Participates in curriculum development and other professional committees for school accreditation assigned by administration
- Assists in evaluating students' academic and spiritual growth by keeping appropriate records which are used by the Classroom Teacher to prepare report cards and other evaluation tools
- Assists the Classroom Teacher when preparing communications with parents through conferences and other means to discuss students' progress and interpret the school program.
- Direct all academic and behavior questions from parents to the Classroom Teacher
- Assists the Classroom Teacher to create an effective environment for learning through functional and attractive room décor; classroom and teacher's belongings should be neat and maintained properly
- Supervises students during out-of-classroom activities during the school day as directed by the Classroom Teacher and approved by the Divisional principal
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, and other offenses as deemed in the employee handbook) to maintain a positive learning environment and adhere to state and federal laws as well as TBCA board policies
- Arrives and departs at the stated times in TBCA's Employee Handbook unless the time is approved in advance by an administrator
- Maintains a professional image as well as a neat and well-groomed appearance
- Accepts responsibility for additional assigned duties by the respective administrator(s) for the operation of TBCA

Physical Demands:

- Able to interact (stoop, bend, crouch, lift, hold) on child's level
- Able to handle in a positive and productive way the stress, tension, noise, and interpersonal conflicts that can arise when dealing with both adults and children
- Able to physically and mentally react immediately to unexpected circumstances
- Able to stand on feet for long periods of time, as much as 95% of the shift

Printed Name

Signature

Date