



## HAWAII BAPTIST ACADEMY JOB DESCRIPTION

**JOB/POSITION TITLE:** Substitute Teacher

**OFFICE/CAMPUS:** Elementary Campus / Middle School Campus / High School Campus

**REPORTS TO:** Principals of Campus

**STATUS:** Temporary

**HOURLY WAGE RATE:** \$23.00

**PRIMARY PURPOSE:** To fulfill teaching expectations and classroom management as instructed by the teacher on leave

### **ESSENTIAL DUTIES/FUNCTIONS:**

- Follow lesson plans provided by the Teacher on Leave to create a cohesive and consistent learning experience for students
- Take accurate attendance
- Manage the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment
- Notify the office of any serious disciplinary issues and academic dishonesty situations.
- Report illnesses or injuries to the school nurse
- Provide a report of the classes covered to the Teacher on Leave
- Demonstrates a high degree of self-efficacy and holds themselves accountable for learner outcomes and advocates for their students.
- Works efficiently within existing learning structures and believes in the capability of their students to excel.
- Facilitates problem-solving.
- Serves as a role-model to students.

### **OTHER DUTIES/FUNCTIONS:**

- Engage students to clean up after themselves and to be sure their areas are clean before they leave
- Turn off lights, equipment and air conditioners at the end of the day
- Lock the doors

### **SUBSTITUTE TEACHER QUALIFICATIONS/SKILLS:**

- Knowledge of instructional methods appropriate for students at the respective grade level
- Desire and ability to work with students at the specified age level with diverse backgrounds and levels of ability toward accomplishing their educational goals
- Ability to organize tasks and manage time to meet many and varied deadlines; manage small and large groups of students in a classroom environment; and communicate effectively with students, including on potentially sensitive topics
- Working familiarity with assistive technologies; internet and email systems; and word processing, presentation, and spreadsheet software

- Familiarity with computers (PC and Apple) and their use in instruction to enhance student learning
- Working knowledge of various office and video equipment

**CORE VALUES REQUIRED OF ALL EMPLOYEES OF HBA:** An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

**WORKING CONDITIONS:**

- Equipment and Technology Use: Computer, digital presenter, computer projector, tablet, Google drive and other applications, and other equipment and applications for specialty classes (e.g., Lab instruments and probes, graphing calculator, cameras, etc.)
- Work Hours: Between 7:30 a.m. - 3:00 p.m. Monday - Friday
- Mental Demands: Decision-making, good judgment, alert, attention to detail, concentration, mathematical ability.
- Physical Demands: Noisy. Wide field of vision, corrected vision, projecting voice.

**QUALIFICATION REQUIREMENTS:**

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of their life and; demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message: the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Knowledge in subject area, Ability to communicate to students. First Aid Training and CPR.
- Education/Training: A Bachelor degree from an accredited college or university.