



THE KING'S ACADEMY

Job Title: Substitute Teacher
Job Status: Part-Time
Exempt Status: Exempt
Department: Academic
Reports to: Substitute Teacher

Job Summary

TKA is a Christ-Centered school grounded in a Biblical worldview, and we are looking for a Substitute Teacher who is a follower of Jesus Christ and is dedicated to the school's Christ-Centered mission. The primary responsibility of this position is to provide classroom instruction to the students of The King's Academy and to be a positive role-model to them.

Essential Job Functions

Planning and Teaching

- Check the substitute folder or teacher's desk for a lesson plan. Follow the teacher's lesson plan carefully, including any seating charts.
- Within the first 15 minutes of class, check the student roster located in the substitute folder, take attendance, and submit to the SAO via a student runner or by email to sao@tka.org.
- Check the student roster for students who have accommodations. If a test is scheduled during your class period, dismiss students with accommodations to the ASC to take their test.

Classroom Management

- Maintain discipline in the classroom to ensure maximum learning
- Hand out any notes or call slips if they are delivered to your classroom by the SAO
- Do not send students to the library unless it is necessary

Procedure

- Receive calls from the Substitute Coordinator before 9:30 p.m. and after 6:15 a.m.
- The Substitute Coordinator will notify you of your teaching period(s) via email.
- On the day of your teaching assignment, you may pick up a classroom key from the SAO; please return the key to the SAO after your assignment.
- Arrive in the classroom before the bell rings, familiarize yourself with the schedule, the lesson plan, and classroom technology. Confirm your ability to access the technology in the classroom. If you need assistance, please notify the Substitute Coordinator or the IT Department at help.desk@tka.org.
- Leave feedback for the teacher regarding the status of the lesson plan and any additional information you feel is pertinent for the teacher to know. Please report any concerning incidents to the Substitute Coordinator or SAO staff.
- Leave the classroom in order.

Communication

- Communicates with parents on an "as needed" basis regarding their student's academic or behavioral status in the class
- Returns phone calls and emails within **one** business day
- Keeps an accurate record of all communications with parents
- Advises the Principal as soon as plans to be away from the classroom are being considered

Qualifications

Education and Experience

- Bachelor's degree or higher in the field related to teaching assignments
- Credential in the field related to teaching assignments *preferred*
- Training or experience in education *preferred*

Skills and Abilities

- Broad knowledge and experience in the teaching field
- Demonstrated ability to communicate with teenagers and draw them close to Christ
- Strong leadership qualities and mentoring skills
- Excellent skills in communicating both orally and in written form
- Demonstrated ability to lead by example
- Able to work both independently and in a team setting
- Proficient with Microsoft Office, Google Suite
- Ability to learn new computer software systems

Core Characteristics

- Commitment to serving Jesus Christ
- Ability to work under pressure and in a fast paced environment
- Energetic, flexible, resourceful
- Able to understand, love and relate to students
- Must be active (or pursuing) community in a local Christian body of believers
- Must have compatible theology in line with TKA's Statement of Faith and Lifestyle Agreement

Working Conditions & Physical Requirements

- Required to use the computer throughout the day
- Frequently communicates with students, parents and colleagues throughout the day
- Work will be performed from the campus
- Will move throughout the campus during the day
- May occasionally have to lift up to 20-pounds
- Work is generally performed, **Mid August-Early June, Monday-Friday from 7:45 am to 3:15 pm**
 - The months listed are approximate, and the annual start and end date will be dictated by the school calendar and the department's needs.

Salary

- Pay Grid: **Substitutes**
- Pay Grid Range: **Half Day \$90, Full Day \$180, additional class period \$25/class**

Please Note:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; therefore, this job description is subject to change.

To apply for this position, please click our [application link](#) to be redirected to our recruiting website.