



## **Substitute Teacher (May be K-12 OR Select Particular Division)**

*Maranatha Christian Academy is committed to partnering with the school, home, and church in the education of students as they prepare to fulfill God's call on their lives. Through the provision of an outstanding school experience in academics, athletics, and the arts, Maranatha Christian Academy seeks to impart the values of wisdom, character, and service within each student. All employees of MCA have a ministerial opportunity to disciple students in a biblical worldview.*

**Application Category:** Substitute

**Days/Hours:** Contracted as needed

**Job Classification:** Non-exempt Employee

**Direct Report:** Division-level Principal

### **Position Overview**

Teach and supervise students in the event that the regular full-time teacher is unable to be in position. Follow lesson plans and schedule as directed by the division-level office. Be fluent in emergency procedures and able to follow student individualized plans as provided. Implement lesson plans and school discipleship policies as given.

### **Job Duties & Responsibilities:**

- Substitutes must be able to manage classroom behavior, interpret lesson plans and create reports to inform the student's teacher of their success.
- Report on time and fulfill all schedule obligations, including but not limited to lunch duty, recess duty, classroom supervision, and other duties as assigned.
- Follow teacher lesson plans exactly as directed.
- Communicate classroom behavior with teacher through end-of-day notes.
- Grade daily paperwork as comfortable and familiar.
- Review and be familiar with the *MCA Safety and Security Plan*.
- Observe other classrooms as directed to improve classroom management.
- Record attendance and follow all school procedures as outlined in the *Student-Parent Handbook*.

**Qualifications & Requirements:**

- 60 College Credit hours or above preferred
- Bachelor's degree preferred
- Classroom experience preferred

**Physical Requirements:**

- Ability to run, climb stairs, and facilitate work on the floor as needed.
- Ability to type for extended periods of time.
- Ability to stand, stoop, crawl, bend or kneel.