

## Pantego Christian Academy

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Position Title: Substitute Teacher (ECA and Front Desk\*, K-12\*\*, and Long Term\*\*\*)  
Date Modified: March 2026  
FLSA Classification: Non-Exempt  
Duty Schedule: As Needed  
Reports To: Principal  
Position Purpose: Responsible for providing high-quality instruction and maintaining a safe, Christ-centered learning environment in the absence of the regular classroom teacher. This individual must be able to implement lesson plans effectively while integrating Biblical principles and fostering a culture of grace and discipline.

### Essential Functions

- Handle sensitive and confidential documents and information where judgment and discretion are essential.
- Provide a written summary for the returning teacher regarding student progress, behavior, and any completed assignments.
- Monitor students during transitions, lunch, recess, or carpool as assigned.
- Be familiar with and ready to adhere to all of the Academy's policies outlined in the Substitute Handbook.
- Believe and actively support the Academy's Statement of Faith and Lifestyle Statement.
- Follow the school's policies and procedures outlined in the Employee Handbook.
- Satisfactory attendance and punctuality are conditions of employment.
- Contribute to the general improvement of Pantego Christian Academy.

### Instruction

- Integrate biblical principles and the Christian philosophy of education throughout the curriculum.
- Follow the teacher's lesson plans and curriculum guides to ensure academic continuity, including employing a variety of instructional aids, methods, and materials (including technology) that will provide for creative teaching to reach the whole child—spiritual, intellectual, physical, social, emotional, and creative.
- Demonstrate mastery of the subject matter.
- Use effective teaching techniques to achieve curriculum goals and promote student learning.
- Teach classes as assigned and scheduled by the administrator.
- Use homework effectively for drill, review, enrichment, or project work.
- Keep proper discipline in the classroom and on the school premises for a good teaching environment.
- Maintain a learning environment in the classroom to guide and stimulate students to achieve their greatest potential.
- Prepare lesson plans to achieve objectives per the curriculum and submit to the Principal. This is only for long-term substitute teaching, if required.
- Actively promote and participate in school activities.

### Relationships

- Demonstrate a positive attitude toward all situations and relationships.
- Demonstrate active listening engagement and empathy during meetings with parents and students.
- Exercise friendliness and consideration, treating students without partiality.

- Develop and maintain rapport with students, parents, and staff to promote a positive learning environment.

**Spiritual Leadership**

- Believe and actively adhere to the Academy's Statement of Faith and Lifestyle Statement.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Evidence of the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church.
- Have a conviction of God's calling to Christian school administration.
- Create an environment for students to accept God's gift of salvation and be a Christian witness and role model to them in order to help them grow in their faith.
- Uphold Biblical principles and maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure that the campus work environment is Christian-based, nurturing, loving, and wholesome.
- Work with the administration and staff to address the spiritual formation needs of the students.

**Education and Experience (for ECA and Front Desk)\***

- High School diploma

**Education and Experience (for K-12th)\*\***

- A minimum of 60 College hours.
- Minimum age is 21 years old.

**Education and Experience (for Long-Term Substitutes)\*\*\***

- Bachelor's Degree from an accredited school, preferred.

**Skills and Qualifications**

- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Recognize the need for, and demonstrate, confidentiality regarding sensitive matters, such as students and teachers.
- Submit respectfully and be loyal to constituted authority.
- Use grammatically correct English in written and oral communication; speak with clear articulation.
- Represent the school in a favorable and professional manner to its constituency and the general public.
- Demonstrate an appreciation and understanding of the uniqueness of the local community.

**Physical Requirements**

- Regularly stand, talk, hear, and interact with students.
- Be able to occasionally lift to 30 lbs.
- Regularly uses close and distance vision.
- Turn, bend, and reach for teaching tools.
- Maintain professional appearance (as outlined in the Substitute Handbook).