



THE KING'S ACADEMY

Job Title: Elementary School Substitute Teacher (K-5)
Job Status: Part-Time
Department: Elementary
Reports To: Substitute Coordinator

Job Summary

TKA is a Christ-centered school grounded in a Biblical worldview, and we are seeking substitutes who are followers of Jesus Christ and dedicated to the school's Christ-centered mission. The primary responsibility of a Substitute is to provide daily coverage so student learning may continue seamlessly when the regular classroom teacher or staff is absent.

Substitute Teachers (K-5)

- Instruct students using the lesson plans provided by the regular classroom teacher
- Check the roster and submit attendance in FACTS within the first 15-minutes of each class
- If any students have accommodations, adjust accordingly
- Maintain classroom management to ensure maximum learning
- Leave a summary of pertinent information for the regular classroom teacher

Core Characteristics & Requirements

- Commitment to serving Jesus Christ and supporting the school's mission
- Ability to work under pressure and in a fast-paced environment
- Positive, flexible, resourceful, and solution-oriented
- Able to understand, love, and relate to students
- Must be active (or pursuing) a community in a local Christian body of believers
- Must have compatible theology in line with TKA's Statement of Faith and Lifestyle Agreement
- Required to use the computer throughout the day
- Work will be performed from the campus

Qualifications

Education and Experience

- Bachelor's degree in **Education** or related field
- Previous teaching experience highly preferred
- Broad knowledge and experience working with children
- Credential in the elementary education preferred

Specialized Knowledge

- Developmental milestones of children
- Training and/or familiarity with reading skill development
- Familiarity with mild learning differences and accommodations preferred but not required

Skills and Abilities

- Excellent skills in communicating both orally and in written form
- Demonstrated ability to communicate with children 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

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, **January-Early June, Monday-Friday from 7:15am - 3:15pm**
 - This position will occasionally require you to work nights, weekends, and overnights (for trips/events). As much advance notice as possible will be provided.
 - The months listed are approximate, and the annual start and end date will be dictated by the school calendar and the department's needs.
- **Pay Grid Range: Full Day \$180**
- Work is generally performed, **Mid-August-Early June, Monday-Friday from 7:45 am to 3:15 pm**

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.