

Mt. Carmel Christian Academy

A Ministry of Mt. Carmel Regular Baptist Church

SUBSTITUTE TEACHER JOB PROFILE



REPORTS TO: School Administrator

JOB TYPE: Part time position

JOB DESCRIPTION/PURPOSE:

Substitute Teachers play an important role at MCCA. When a teacher is away from his/her students, instruction in the classroom needs to move forward. The Substitute Teacher instructs students and facilitates their learning in the absence of their teacher.

QUALIFICATIONS:

1. Has a personal relationship with Jesus Christ and participates actively in an evangelical, Bible-believing church on a weekly basis.
2. Agrees with and supports whole-heartedly the statement of faith and educational philosophy and objectives of Mt. Carmel Christian Academy.
3. Must be 21 years of age and have a high school diploma.
4. Successfully complete a background check.
5. Enjoys working with students and desires for Christ to captivate their hearts.
6. Has experience working with students in a school or church setting.
7. Able to instruct students regarding a variety of classroom subjects.
8. Detail oriented and able to follow written and/or oral instructions.
9. Able to take charge and maintain classroom order.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Willingly partner with all MCCA staff to promote schoolwide, Christ-centered unity.
2. Model a Christ-centered life to all students at all times.
3. Arrive early enough to be in position and ready to teach or serve before class time.
4. Follow existing lesson plans in a way that ensures the integrity of academic time and motivates students to learn and participate.
5. Assign reasonable tasks and homework to students in accordance with lesson plans.
6. Maintain classroom control in a way that fosters a safe, productive learning environment for all students.
7. Remain in classroom and monitor students at all times.
8. Report all student injuries, accidents, illnesses, and discipline problems to the administration immediately or as soon as is reasonably possible.
9. Help with light housekeeping chores as needed to keep classroom clean and neat.
10. Adhere to all MCCA staff policies and procedures.

CONTACT INFO:

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