

Substitute Teacher

Department: Faculty

Reports To: Substitute Teacher Coordinator

Classification: Temporary, non-exempt

Hours: Variable

Benefits: There are no benefits provided for this position

Job Summary: The substitute teacher performs the instructional and classroom management processes for a teacher who is absent.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Meets and instructs assigned classes in the locations and times designated.
2. Creates a classroom that is conducive to learning and appropriate to the maturity and interests of students.
3. Maintains a safe and orderly environment.
4. Maintains established routine of the school and classroom procedures.
5. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
6. Maintains reasonable rules of conduct which encourage self-discipline and responsibility Provides classroom instruction to students as outlined in lesson plans.

QUALIFICATIONS: The *Substitute Teacher* must be a spiritually sensitive individual who understands the mission of Wheaton Academy and is committed to help see it become a reality in the lives of our students by manifesting, by precept and example, the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40), and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living.

The ideal candidate will have a bachelor's degree (B.A. or B.S.) or equivalent from an accredited, four-year college. The individual should be a self-starter with a strong work ethic and enjoy a challenge. Working with a minimal amount of supervision, within general guidelines, is typical of the individual's work. The ability to proactively solve programs, work effectively with variety of students, and handle confidential information appropriately are pre-requisites.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.