



## Substitute Teacher Coordinator and Operations Assistant

**Department:** Principal's Office

**Reports To:** Principal

**Classification:** 12-month, non-exempt

**Hours:** Variable hours, 10-15 hours per week August-May; 3 hours per week June and July

**Benefits:** Applicable per designated classification

**Job Description:** The Substitute Teacher Coordinator and Operations Assistant is responsible for selecting, training, coordinating, and scheduling substitute teachers, as well as ordering and stocking office supplies for the school.

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

1. Substitute Teacher Coordinator (August – May):
  - Partner with Human Resources to evaluate and interview substitute teacher candidates.
  - Train substitute teachers
    - Ensure substitutes are familiar with our school, our mission, and our culture.
    - Train substitute teachers in sub procedures.
  - Schedule substitute teachers for both pre-arranged and last-minute absences.
  - Maintain availability schedule.
  - Answer questions and respond to sub requests throughout the day as needed.
  - Collect and manage feedback from faculty on substitutes.
2. Operations Assistant
  - Order and restock office supplies each week.
  - Update classroom signage at the beginning of first and second semester.
3. Performs other duties as assigned.

### Qualifications

The Substitute Teacher Coordinator and Operations Assistant must be a spiritually sensitive individual who understands the mission and philosophy of Wheaton Academy, including the model of the *Living Curriculum Teachers*<sup>SM</sup>. He/she must be a born-again Christian with spiritual maturity in academic and leadership abilities that will enable him/her to teach God's truth. This individual must maintain active participation in a protestant evangelical church.

The ideal candidate will display a commitment to Christian education, strong interpersonal skills, organizational aptitude, and the ability to work in a highly collegial fashion. The ability to handle confidential information appropriately is a pre-requisite. The individual should be a self-starter with a strong work ethic who is comfortable with technology, takes initiative, is flexible, and welcomes interruptions. Working with a minimal amount of supervision, within general guidelines, is typical of the individual's work.

To perform this job successfully, an individual must be able to perform each essential role and responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.