

Substitute Teacher:

Summary and General Requirements: A substitute teacher for Wildwood Christian Academy must be a born-again Christian seeking to walk in obedience to Christ and endorse the WCA Statement of Faith. A substitute teacher is a person who teaches class in the absence of the regular teacher. Substitute teachers are not classified as permanent or full-time; they fill in for teachers who are not able to attend class due to various reasons. A substitute teacher can give assignments and quizzes, look after the safety of students, enforce discipline in class and monitor students during recess periods. He/She needs to be patient, kind and fair to his/her students, have a good sense of humor, and be flexible and consistent to the needs and personality of the student.

Duties: The substitute teacher needs to follow the regular lesson plan of the absent teacher; he/she will meet with the Principal and staff regarding any questions and concerns about the lesson plan or rules and regulations of the school. The substitute teacher must comply with all building procedures and schedules; prepare and submit a summary of his/her work; update the regular teacher of situations or problems encountered; adhere to school and administrative procedures; implement effective pupil handling; maintain high standards of education; provide guidance and advice to students, show interest in a student's progress; and encourage critical-thinking, analytical and creativity skills. The substitute teachers will also work with other teachers; update records and promptly submit reports; respect personal privacy and maintain confidentiality regarding his/her students and consult with parents. Substitute teachers must not leave students unsupervised; monitor behavior of students and report to the principal any flagrant issues or problems; report evidence of suspected child abuse to authorities and supervises non-classroom activities when assigned.

Education and Training Requirements: A bachelor's degree is preferred for substitute teachers. Some may hold master's degrees in teaching or education. A live scan background check and an evaluation are required to be a substitute teacher.