



**Job Title:** Preschool Substitute Teacher

**Reports to:** Director of Learning

**Work Schedule:** Mon-Fri; on-campus, as needed by day or short-term assignments.

**Position Summary:**

Maintain an instructional program in the absence of the regular classroom teacher. Manage the classroom and provide instruction according to the lesson plans prepared by the regular classroom teacher. Prayerfully with a God-honoring, Jesus-focused, and Gospel-centered heart, guide and encourage students to love, serve, and impact the world for Christ.

**Key Responsibilities:**

- Follow and teach the academic lessons as planned out by the regular classroom teacher.
- Effectively maintain proper discipline in the classroom and on the school premises to ensure a safe and supportive learning environment.
- Employ a variety of instructional tools and materials that will provide for creative teaching to reach the whole child: spiritual, social, cognitive, psycho-motor, etc.
- Maintain regular and accurate attendance records.
- Keep the classroom teacher and the administration completely informed of any classroom, parent or student issues that may arise in the course of the day.
- Complete a daily report to communicate any pertinent information to the classroom teacher resulting from the day's events.
- Reflect the purpose of the school, which is to honor Christ in every class and in every activity; seek to inspire students to accept God's gift of salvation.
- Communicate with parents as necessary but direct them to the lead teacher for any academic or behavior progress.
- Maintain appropriate confidentiality when handling student and school family information.
- Follow all school policies and procedures.
- Understand all emergency procedures and be able to effectively implement all Lock Down, Fire Drill, and Earthquake protocols.

The above summary represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks as needed to support the ministry of Venture Christian Academy.

**Education, Skills, Experience, and Attributes:**

- Completion of 12 ECE.
- Ability to work with children and maintain group behavior.
- Strong interpersonal skills and ability to lead and provide clear direction with children.
- Ability to operate basic classroom equipment and office machines.
- Proficient in all school-related data systems.

**Additional Expectations:**

- Has received Jesus Christ as his/her personal Lord and Savior.

- Agrees with and will abide by the Venture Christian Church Statement of Faith/What We Believe, Standards of Conduct, and Lifestyle Agreement.
- Is a member in good standing with Venture Christian Church or at a local evangelical church that has a Statement of Faith in agreement with Venture Christian Church's Statement of Faith/What We Believe.

**Physical Demands:**

- Walk, stretch, stand, sit, lift up to 30 lbs.
- Able to see, speak, and hear on a regular basis.
- Able to climb stairs; stand for extended periods of time.
- Supervise students inside and outside of the building.
- Summon help when an emergency arises on campus and assume responsibilities within an incident command structure.

**AUTHORIZATION**

I have reviewed and received a copy of this job description and agree to fulfill the job as outlined above. I have indicated that, with or without reasonable accommodation, I am able to perform the essential functions of the position.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Human Resources Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_