

NorthCreek CHURCH

Job Description

Title	NorthCreek Academy Substitute Teacher
Job Summary	The NorthCreek Academy (NCA) Substitute Teacher shall serve the ministry of NorthCreek Academy and Preschool (NCAP) by prayerfully helping NCA students learn attitudes, skills and subject matter that will contribute to their development as mature, able, and responsible Christian men and women to the praise and glory of God.
Reports to	<ul style="list-style-type: none"> ● NCAP Administrator and Principal ● Administrator and Principal’s Assistant
Supervises	NCA students
NCC Category	NCC Support Staff
NCAP Category	NCA Substitute Teacher
Last updated	8-29-18

I. Qualifications

- A. Must be a “born again” Christian who has received Jesus Christ as Savior and Lord (John 3:3; I Peter 1:23) and who shall lead a separated life.
- B. Must be a person of true Christian character, experience and example, demonstrating Spirit led maturity, stability, integrity and dependability (1 Peter 5:3).
- C. Must have read and understood the Statement of Faith of NorthCreek Church and the Teaching Statement of NorthCreek Church (summary) and must agree not to teach or advocate a position that would be contrary to any of the elements in these statements.
- D. Must live by the Lifestyle Statement of NorthCreek Church as a condition for employment and continued employment in this ministry.
- E. Must accept and work within the philosophical parameters of the church as established by the Senior Pastor and the Board of Elders.
- F. Must faithfully support and attend a local church whose beliefs are in essential agreement with the Statement of Faith of NorthCreek Church (Hebrews 10:25).
- G. Must demonstrate a sense of God’s calling to the teaching profession and be a person of spiritual maturity with academic and leadership abilities that allow him to “train up a child in the way he should go” as an extension of the home.
- H. Must hold a B.A. or B.S. degree from an accredited postsecondary institution.
- I. Must be able to communicate effectively with all stakeholders and the public, demonstrating a command of English in written and oral communication.
- J. Must meet the physical requirements necessary to perform the job, including the ability to provide roving, active supervision outdoors for extended periods of time and take appropriate action for emergencies, injuries, and illnesses.
- K. As determined by the NCAP Administrator, may evidence other adequate preparation, background, experience, or qualifications.

II. Relationships

- A. Must be responsible to the Lord Jesus as the Head of the Church (Eph. 1:20-23).
- B. Employed by NorthCreek Church to serve in the ministry of NorthCreek Academy.
- C. Report to the NCAP Administrator via the Administrator and Principal’s Assistant
- D. Report directly to absent teacher.
- E. Collaborate with grade-level and/or subject area teachers.
- F. Supervise NCA students.



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III. Spiritual Responsibilities

- A. Exemplify commitment to NCAP's ministry, mission, vision, core values, educational philosophy, and Expected School-wide Learning Results.
- B. Faithfully support and attend a local church whose beliefs are in essential agreement with the Statement of Faith of NorthCreek Church (Hebrews 10:25).
- C. Serve as a Christian role model in attitude, speech, and actions both on and off the job in a consistent daily walk with Jesus Christ.
- D. Model the disciplines of Christian life, including Scripture memorization and study, prayer, witnessing and unity in Christian fellowship.
- E. Utilize biblical principles, including the Matthew 18 principle, to resolve differences with students, parents, and other employees.
- F. Present students the gospel so by the will of God students may accept God's gift of salvation and grow in their faith.
- G. Encourage parents and staff in their spiritual growth as opportunities arise.
- H. Support the role of parents as those primarily responsible before God for their child's education.
- I. Demonstrate a commitment to the development of the whole child – spiritual, intellectual, physical, emotional, and social.

IV. Instructional Responsibilities

- A. Accurately follow the prescribed lesson plans that the absent teacher has prepared.
- B. Assume all duties and responsibilities of the absent teacher.
- C. Learn the high risk student profiles.
- D. Abide by the time schedule established by the school.
- E. Support a healthy learning environment through effective and appropriate biblical discipline.
- F. Create an environment that supports student learning through effective management of instruction, procedures, students, class climate, and physical environment.
- G. Utilize effective instructional strategies and activities that maximize learning and reflect sound educational practice.
- H. Meet the individual needs of the students, differentiating instruction and assessment.
- I. Prepare a written summary of work completed for the absent teacher. Particularly important are notes of special situations or problems.

Professional Responsibilities

- A. Cooperate with the Elder Board and NCAP Administrator in implementing all policies, procedures and directives governing the operation of the school. Communicate through the proper channels if policy or procedural conflicts arise.
- B. Contribute to campus safety by following established safety and security protocol, emergency procedures, and child abuse and neglect reporting requirements.
- C. Work well independently and collaboratively, handling challenges with grace, patience, understanding, and flexibility.
- D. Seek the counsel of the NCAP Administrator, applicable Department Head, and colleagues while maintaining a teachable attitude.
- E. Maintain positive public relations by representing the school in a favorable and professional manner to all stakeholders and the public.
- F. Maintain standards of professional confidentiality, discernment, and discretion.
- G. Focus on ministry responsibilities during work hours and prioritize the school ministry ahead of outside or volunteer work.