

Penn Christian Academy
SUBSTITUTE TEACHER JOB DESCRIPTION

GENERAL DESCRIPTION

- Goal: The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.
- Overview: The teacher shall be a born-again college graduate, certified or certifiable, who feels called of God to the teaching profession. Other qualifications may be added by the Board as deemed appropriate.
- Responsible to: Administrator.

REQUIRED PERSONAL QUALITIES

The teacher shall:

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
4. Be a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.

ADDITIONAL PERSONAL QUALITIES

The teacher shall:

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.

6. Respectfully submit to constituted authority.
7. Shall notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.