

Posting Title: Substitute Teacher (23-24 Academic Year)

Job Location: Springtown, Texas

Salary Information: \$90 - \$110 per day depending on level of education/certification and length of assignment.

School Overview: Hilltop Family Christian Academy (HFCA) was established in 2022 by members of Hilltop Family Church. The 2023-2024 academic school year will be HFCA's first school year. Currently, only Pre-K 4 - 3rd grade will be enrolled at Hilltop Family Christian Academy. School hours for students will be Monday-Friday 7:40am-3:20pm.

Job Description: The Substitute Teacher is responsible for managing an assigned classroom, carrying out appropriate learning activities, and following lesson plans developed by the classroom teacher to ensure that students' education is not disrupted during the classroom teacher of record's absence. The substitute teacher works as a temporary, on-call, at will employee. HFCA does not guarantee any amount of work or period of work.

Reports to: Head of School

Minimum Qualifications:

- High School diploma or equivalent

Preferred Qualifications:

- Personal testimony of a relationship with Jesus Christ
- Passion for mentoring students
- Bachelor's degree from an accredited college
- Previous experience as a classroom teacher
- Proven record of quickly assimilating into new environments, identifying areas for improvement, and affecting change, while cultivating positive relationships
- Valid Texas Teaching certification is a plus
- CPR/First Aid certification is a plus
- Experience with GradeLink is a plus

Knowledge, Skills and Abilities:

- Ability to instruct students and manage classroom instruction
- General knowledge of curriculum and instruction
- Strong organizational, communication, and interpersonal skills

Overview of Responsibilities:

- Present lessons and subject matter in a manner that students understand
- Exhibit a positive role model for students that supports the mission of HFCA
- Create a classroom environment conducive to learning and appropriate to the maturity and interests of students
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Establish and maintain open lines of communication with students
- Use acceptable communication skills to present information accurately and clearly
- Maintain a cooperative, professional relationship with all colleagues, students, parents, and community members

- Establish and maintain control in the classroom and administer discipline in accordance with HFCA policies, regulations, and rules
- Keep informed of and comply with HFCA regulations and policies
- Read the Substitute Teacher Handbook
- Maintain prompt and regular attendance for each substitute assignment
- Must be flexible to meet the needs of HFCA

Physical Responsibilities: The role of a substitute teacher requires the following physical requirements to fulfill the essential functions of this position including daily walking, bending, kneeling, overhead reaching, sitting, and standing for long periods of time. This position also requires the ability to move, push, pull, lift, or carry tables, chairs, classroom supplies, and equipment up to 30 lbs. Substitute Teachers must have the ability to communicate effectively (verbal and written) and must be able to instruct students while maintaining emotional control under stressors which may include interruptions, noise, or changes in routine.

All duties and description listed above are essential to the position; however, other duties are subject to be assigned as necessary.

Hilltop Family Christian Academy admits students of any race, color, and national or ethnic origin. Also, as required by Title IX of the Education Amendments of 1972, Hilltop Family Christian Academy does not discriminate on the basis of sex in its educational program, activities, or employment except where necessitated by specific religious tenets held by the institution and its controlling body. Hilltop Family Christian Academy reserves the right to refuse enrollment to any student for any reason not prohibited by law and determined by the school to be in the best interest of the school.