Job Description: Substitute Teacher (PreK–12)

Position Overview

Summit Christian Academy is seeking dependable, qualified Substitute Teachers across all grade levels (PreK–12) to maintain a supportive, academically engaging, and Christ-centered classroom environment in the absence of regular teaching staff. Substitute teachers execute provided lesson plans, manage classroom dynamics, and ensure a safe, respectful learning environment aligned with the school's mission and values.

Key Responsibilities

- **Instructional Delivery:** Carry out pre-planned lessons, activities, and assignments provided by classroom teachers with clarity and enthusiasm across various subject areas and grade levels.
- **Classroom Management:** Maintain an orderly, safe, and positive classroom environment that fosters learning and reflects Christian conduct and behavioral standards.
- **Student Supervision:** Supervise students across all assigned settings, including classrooms, hallways, lunchrooms, playgrounds, and assemblies.
- **Communication & Feedback:** Take accurate attendance, track student progress on assigned work, and provide clear, detailed written feedback for the regular teacher upon their return.
- **Adaptability:** Transition smoothly between different age groups, classroom settings, and grade levels as assigned.
- **Safety & Compliance:** Adhere strictly to all school safety procedures, emergency protocols, and administrative policies.

Required Qualifications

- **Education:** Bachelor's degree from an accredited four-year college or university required.
- **Commonwealth of PA Background Clearances:** Must possess or complete all required Pennsylvania state clearances for school employment prior to the start date:
    - PA State Police Criminal History Record Check (Act 34)
    - PA Child Abuse History Clearance (Act 151)
    - FBI Federal Criminal History Background Check (Act 114)
    - Act 168 Sexual Misconduct/Abuse Disclosure Release
- **Christian Commitment:** Agreement with Summit Christian Academy's statement of faith, mission, and lifestyle standards, along with an active Christian faith.
- **Skills:** Strong communication, effective classroom control, adaptability across age groups, and patience when working with students.

Position Details & Compensation

- **Position Type:** On-Call / As-Needed (Per Diem)
- **Grade Levels:** Open across all grades (PK–12)

- **Schedule:** Standard school day hours on scheduled days
- **Compensation:** Daily Per-Diem Rate ($[Insert Rate] / day)

How to Apply

Interested candidates should submit their application, resume, and references directly to Mr. Ryan Buchanan, SCA Administrator, rbuchanan@scapatriots.com