POWER & GRACE PREPARATORY ACADEMY
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JOB DESCRIPTION

Long-Term Substitute Teacher

Type: Full-Time, Long-Term Assignment
Grades: 2nd Grade

Overview of Job

A long-term substitute teacher is an experienced educator who steps into a classroom for an extended period, teaching a range of subjects including reading, math, science, and social studies. The long-term substitute carries out the school's lesson plans, assesses progress, manages classroom behavior, and communicates with parents to ensure a stable, positive learning environment for students.

Spiritual Requirements

- Acknowledge Christ as Savior and seek to live life as His disciple
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God — our standard for faith and practice
- Believe and actively support the school's statement of faith
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others
- Be a Christian role model in attitude, speech, and actions toward others
- Evidence the fruit of the Spirit in dealing with people
- Share the Christian faith with others
- Have a Christ-centered home
- Actively participate in local Bible-believing church

Experience / Qualifications

Must have a bachelor's degree, preferably in elementary education, and a minimum of two years of classroom teaching experience, preferably in early elementary (K–3). TN Teacher License preferred. Must be able to teach foundational reading and math, manage a classroom independently, and step in with little transition time.

Key Responsibilities

- Teach reading, math, science, and social studies using the school's lesson plans and curriculum materials
- Instruct students in a class or in smaller groups
- Use appropriate teaching methods to meet individual student needs
- Encourage children to develop social skills and positive self-esteem

- Assessing student progress: Observe students to evaluate their abilities, strengths, and weaknesses
- Grade students' assignments and track classwork and homework
- Prepare weekly homework and the weekly family newsletter
- Classroom management: Implement behavior management strategies in the classroom and manage the classroom
- Communication: Communicate with parents, guardians, colleagues, and administrators
- Discuss students' progress with parents and guardians
- Resolve students' behavioral and academic problems
- Other duties: Attend staff meetings as needed
- Supervise and plan assignments for teacher assistants and volunteers
- Ensure that pupils are safe and that all child protection and safeguarding measures are followed