

CCA Substitute Teacher Expectations

The substitute teacher shall be **a person with spiritual, academic, and leadership abilities**. The substitute teacher shall reflect the purpose of the school to honor Christ in every class and activity. The substitute should have a desire to gain insight into wisdom-based discipline principles and school expectations.

All appropriate clearances and signed application will be in place prior to substituting.

Substitute duties include **managing classroom behavior, quickly interpreting lesson plans and creating reports to inform the students' permanent teacher of their success**.

The substitute teacher should report to CCA in a timely manner and report to their classroom to review the lesson plans for the day. They should familiarize themselves with all the material in the substitute teacher manual in their classroom. Please connect with office staff and neighboring teacher's rooms and ask questions if you are unfamiliar with a particular policy or procedure.

Thank you for considering being a substitute teacher at Crawford Christian Academy.