



## CHRYSOSTOM ACADEMY™



### SUBSTITUTE TEACHER JOB DESCRIPTION Outline of Duties and Job Description

#### **Mission:**

St. John Chrysostom Academy (Chrysostom Academy) unites classical education and Orthodox Christian formation. Students benefit from the reliable disciplines of formal education and the nurturing environment of faith. Young minds are directed toward the Good, the Beautiful, and the True and young hearts toward the Gospel and Holy Tradition to educate and form our students as complete persons.

#### **Position Summary:**

Under the direction of the Headmaster, the substitute teacher will guide students in order to fulfill their potential for spiritual, moral, intellectual, emotional, and physical growth when a classroom or content teacher is absent from the school. The substitute will work with teachers to develop competencies and skills to function successfully in society. Substitute teachers will provide support for a vigorous education to all students and fulfill the first principle of classical education, namely, to meet students where they are and build upon their current knowledge.

#### **Education/Certification: Must meet one of the following:**

Prefer a minimum of a Bachelor's degree from four-year College or University, **but not required.**

Possess a Graduate degree in a core academic area, **but not required.**

Teacher's Certification recommended, **but not required.**

**Teaching experience in a classical school is preferred.**

#### **Preferred Experience**

Substitute teachers who do not have experience in classical schools must be open to the principles of classical education and be willing to receive training as necessary to facilitate classical learning in the classroom.

## **Required Qualifications, Skills, Abilities (QSAs), and Dispositions**

- A. Practicing Orthodox Christian with a letter of good standing from applicant's Spiritual Father or Father Confessor.
- B. Love for students and love for the teaching craft.
- C. Ability to work independently and with purpose.
- D. Passion for and strong knowledge of instructional academic content.
- E. Ability to model the Orthodox faith, to teach virtue through the curriculum, and cultivate habits of holiness in students.
- F. Understanding of and passion for classical education.
- G. Ability to learn and implement classical teaching curricula and methods.
- H. Ability to keep student, school, and personal information confidential.
- I. Ability to assist a teacher in a classroom of approximately 12-18 students.
- J. Ability and patience to work interactively with students.
- K. Ability to understand the academic needs of students.
- L. Ability to develop and maintain effective working relationships.
- M. Ability to communicate on all levels with students, parents, community, and administration.
- N. Excellent verbal and written communication skills.
- O. Ability to manage multiple priorities effectively.
- P. Ability to travel as necessary (i.e., field trips, class trips, trainings, etc.)
- Q. Ability to use computer programs, student information system, parent communication portals, and office suites.

## **Responsibilities and Duties:**

Chrysostom Academy exists to provide a classical Orthodox education in a vigorous academic and nurturing spiritual environment. To fulfill these duties, faculty/staff members should implement the following:

- A. Embrace and exemplify, in conduct, demeanor, and expression, the principles and teachings of the Orthodox Church as regards Her moral, theological, and spiritual teachings.
- B. Foster a spirit of collaboration and respect with administration, fellow colleagues, students, parents, and families as that which is most befitting an academic fellowship.
- C. Teach students with humility, firmness, and charity, neither being too strict nor too lax, and instead embracing the middle way, recognizing that as fallen human beings, children need to be guided with love.
- D. Scrupulously adhere to the Scope and Sequence of the Academy in both content, pedagogy, and Christian ethos. The most important component of classical education is meeting students where they are, thus faculty members will employ multiple strategies to include all students in their academic pursuits. Faculty members should know and understand their students' academic strengths and weaknesses.

- E. Scrupulously adhere to the customs and courtesies of the Academy in classroom decorum and presentation. Classrooms should be welcoming to students and should themselves be places of beauty. Wall decorations should be done tastefully and should reflect in content what students are learning in their classes. Faculty members should also assign duties to students which give ownership of the Academy to them in both classroom cleanliness and organization.
- F. Implement and follow Academy policies regarding behavior and discipline. The Academy should be a place where students want to be. Therefore, faculty members should temper discipline with love and mercy, understanding that children need time to be children. In the same manner, a classroom is for learning, and disruptions to the art of learning will not be tolerated.
- G. Participate in all scheduled weekly faculty/staff meetings, required summer trainings, the yearly Faculty Retreat, and occasional but unscheduled emergency meetings, as determined by administration.
- H. Prepare for and attend all necessary parent meetings, as required. Faculty members should have a thorough understanding of each student in their charge and should be able to accurately and effectively communicate student progress to parents.
- I. Document the results of the meetings, as appropriate.
- J. Provide lessons, content, assessments, and assignments in line with the Scope and Sequence of Chrysostom Academy and which are developmentally and academically appropriate to students. Submitted assignments, assessments, and tests will be returned to students in an appropriate amount of time.
- K. Acquire, organize, and maintain student data and grades as required for accurately assessing student progress, documentation, and report cards. Faculty members are responsible for making sure all student grades, absences, and important information, including discipline reports, are entered into Chrysostom Academy's *Student Information System*.
- L. Communicate effectively with parents and administration regarding the progress of students and any situations which require intervention, including behavior problems.
- M. Assume responsibility for the safety of fellow faculty/staff members, students, and families regarding the safety of children, building issues, and proper use of academic materials and equipment. The faculty member's full attention should be employed when supervising students in the classroom, in the lunchroom, on the playground, and on Academy property.
- N. Maintain the highest standards of confidentiality both in maintaining and disseminating information for student records as well as conversations with parents, colleagues, and others.

### **Employment Non-Discrimination Policy**

Employment at Chrysostom Academy is open to qualified applicants who are Orthodox Christians of good moral character, without regard or reference to age, race, sex (gender), national or ethnic origin, color, or disability. Chrysostom Academy is a religious educational ministry, thus all prospective and current employees must agree with Chrysostom Academy's Mission and Vision Statement. Furthermore, employees must be willing to conduct their lives in conformity with all the teachings of Orthodox Christianity and represent in their personal and public life the highest standards of moral, spiritual, and academic integrity.