



**Job Title:** Substitute Teacher

**Organization:** Windsor Christian Academy

**Location:** Windsor Christian Academy, Windsor, CA

**Position Type:** Part-Time / On-Call

**About Windsor Christian Academy:**

Windsor Christian Academy exists to glorify God by developing students in Biblical truth and training students in foundational academics. Windsor Christian Academy's philosophy is based upon the Word of God. The primary objective and purpose of the school is to train the student in the Christian way of life and to give the student a good general education. We aim to nurture students both academically and spiritually, equipping them with the knowledge, values, and skills they need to excel in life. As a Substitute Teacher, you will play a role in fulfilling our mission.

**Job Summary:**

Windsor Christian Academy is seeking a dedicated and enthusiastic Substitute Teacher to join our team. The Substitute Teacher will provide instruction, manage the classroom environment, and promote student learning in the absence of the regular classroom teacher. The ideal candidate will demonstrate a commitment to the mission and values of Windsor Christian Academy and exhibit professionalism and flexibility.

### **Key Responsibilities:**

- Deliver lesson plans and instructional materials left by the regular teacher.
- Create a positive and nurturing classroom environment that supports student learning.
- Maintain classroom management and discipline in accordance with school policies.
- Engage students in meaningful learning experiences and activities.
- Adapt teaching methods to fit the needs of individual students.
- Communicate effectively with students, parents, and staff.
- Follow school policies, rules, and procedures.
- Complete required administrative tasks such as attendance and grading.
- Support the mission and values of Windsor Christian Academy, integrating Christian principles into teaching and interactions.

### **Qualifications:**

- Bachelor's degree in Education or related field.
- Previous teaching experience preferred.
- Strong communication and interpersonal skills.
- Ability to follow instructions and lesson plans.
- Flexibility and adaptability to different classroom environments and age groups.
- Commitment to fostering a positive and respectful learning environment.
- Alignment with the Christian values and mission of Windsor Christian Academy.

### **Application Process:**

Interested candidates are invited to submit an application, resume, and transcripts to Principal Jamie Greene at [jamiieg@windsorchristianacademy.org](mailto:jamiieg@windsorchristianacademy.org).