



Emmanuel Christian Academy
3120 Hualapai Mountain Road
Kingman, AZ 86401
928-681-4220

Job Title:	Substitute Teacher	Job Category:	Teaching Staff
Department/Group:	All Grades	Job Code/ Req#:	ECA-SAG
Location:	Kingman, Arizona	Travel Required:	No
Level/Salary Range:	Hourly \$13.00	Position Type:	As Needed
Contact:	Barb Thofson	Position	Principal
Will Train Applicant(s):	Based on degree/experience	Posting Expires:	N/A
Website:	www.ecakingman.org		
Mission Statement:	<i>"Serving God, changing lives, challenging minds through Christian education"</i>		
Applications Accepted By:			
FAX OR EMAIL: Fax: 928-681-4221 Bthofson.ecakingman@gmail.com Subject Line: Substitute Teaching Opportunity		MAIL: Barb Thofson, Principal Emmanuel Christian Academy 3120 Hualapai Mountain Road Kingman, AZ 86401	
Job Description			
ROLE AND RESPONSIBILITIES Substitute Teacher for grades K-8 th grades on "as needed" basis <ul style="list-style-type: none"> • Adhere to the curriculum and lesson plans assigned by the regular teacher • Follow procedures and achieve lesson goals • Oversee students outside of the classroom including in the hallways, cafeteria, and playground • Comply with all school regulations and policies at all times • Take attendance and document daily notes and ensure classroom is kept clean and orderly • Compile a report for the teacher for when he/she returns 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS High school diploma or equivalent qualification. Minimum of 2 years' experience in a similar role Excellent communication and interpersonal skills, especially when working with children Friendly and competent professional with high moral character			
PREFERRED SKILLS Bachelor's degree in Teaching or Certificate in Teaching or Substitute Teaching			
ADDITIONAL NOTES Must have or willing to get a Level One Fingerprint Card through the State of Arizona			
Reviewed By:	Barb Thofson	Date:	3/10/2020
Approved By:	Barb Thofson	Date:	3/10/2020
Last Updated By:	Barbara Laveck	Date/Time:	3/10/2020