



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

<b>Job Title:</b>	<b>Substitute Teacher</b>	<b>Job Category:</b>	Teaching Staff
<b>Department/Group:</b>	K-8 <sup>th</sup> Grades	<b>Job Code/ Req#:</b>	ECA-SAG
<b>Location:</b>	Kingman, Arizona	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Hourly \$13.00	<b>Position Type:</b>	As Needed
<b>Contact:</b>	Barb Thofson	<b>Position</b>	Principal
<b>Will Train Applicant(s):</b>	Based on degree/experience	<b>Posting Expires:</b>	N/A
<b>Website:</b>	www.ecakingman.org		
<b>Mission Statement:</b>	<i>"Serving God, changing lives, challenging minds through Christian education"</i>		
<b>Applications Accepted By:</b>			
<b>FAX OR EMAIL:</b> Fax: 928-681-4221 Bthofson.ecakingman@gmail.com Subject Line: Substitute Teaching Opportunity		<b>MAIL:</b> Barb Thofson, Principal Emmanuel Christian Academy 3120 Hualapai Mountain Road Kingman, AZ 86401	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b> Substitute Teacher for grades K-8 <sup>th</sup> grades on "as needed" basis. <ul style="list-style-type: none"> <li>Adhere to the curriculum and lesson plans assigned by the regular teacher.</li> <li>Follow procedures and achieve lesson goals.</li> <li>Oversee students outside of the classroom including in the hallways, cafeteria, and playground.</li> <li>Comply with all school regulations and policies at all times.</li> <li>Take attendance and document daily notes and ensure classroom is kept clean and orderly.</li> <li>Compile a report for the teacher for when he/she returns.</li> </ul>			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b> <ul style="list-style-type: none"> <li>High school diploma or equivalent qualification.</li> <li>Minimum of 2 years' experience in a similar role</li> <li>Excellent communication and interpersonal skills, especially when working with children.</li> <li>Friendly and competent professional with high moral character.</li> </ul>			
<b>PREFERRED SKILLS</b> Bachelor's degree in Teaching or Certificate in Teaching or Substitute Teaching			
<b>ADDITIONAL NOTES</b> Must have or be willing to get a Level One Fingerprint Card through the State of Arizona			
<b>Reviewed By:</b>	Barb Thofson	<b>Date:</b>	05/03/21
<b>Approved By:</b>	Barb Thofson	<b>Date:</b>	05/03/21
<b>Last Updated By:</b>	Barbara Laveck	<b>Date/Time:</b>	05/02/21