

Water Street Mission Job Description Wonder Academy Substitute Teacher

Summary: The Substitute Teacher is responsible for teaching and managing children within assigned classes, either as Substitute Lead Teacher, or as Substitute Teacher Assistant, under the direction of the Teacher. This is a PRN position, with employment on an as-needed basis, August through June.

FLSA: PRN, Non-Exempt

The Wonder Academy Substitute Teacher must be:

1. Willing to sign the Water Street Mission Statement of Faith.
2. A current member or regular attendee of a local church.
3. Able to fully support the core values and philosophy of ministry held by Water Street Mission.

Essential Functions:

- Willing to work on an on-call, per-day basis, as assigned, either as teacher or assistant.

If assigned as substitute teacher:

- Teach approved programs and lesson plans for assigned group of children in the following areas, in a developmentally appropriate manner: spiritual, academic, social, physical, creative, and emotional.
- Manage the classroom space and other areas the children use so that the environment is a safe, respectful, clean, and orderly place that will encourage learning for young children.
- Maintain daily attendance record and skills checklist for students.
- Insure classroom school tools/materials are properly used, maintained, and stored.
- Oversee volunteers and assistants in assigned class.

If assigned as substitute teacher assistant:

- Teach lesson plans and work with individual students or groups as directed by teachers.
- Assist classroom teachers with daily routines (Examples: setting/cleaning up, lunch, recess).
- Move from classroom to classroom as assigned for the day.

For either assignment:

- Work in full coordination with Wonder Academy/WSM staff at all times to identify, report and respond appropriately to any potential threats to the safety and wellbeing of youth.
- Communicate any matters of concern to the appropriate teacher or supervisor.
- Encourage Christ-centered relationships between staff, children, and parents.
- Model the gospel of Jesus Christ with children and parents as opportunities arise.
- Perform other duties as assigned.

Reports to: Wonder Academy Director

Education and Experience: High School Diploma or GED. College-level coursework in the field of education preferred. One year or equivalent experience with young children preferred. Must have a valid PA driver's license. Must have excellent communication and interpersonal skills.

Physical Demands:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Stand, walk, or sit - *continuously*
- Use hands to finger, handle, or feel – *continuously*
- Lift and/or move up to 35 pounds - *occasionally*

**Water Street Mission Job Description
Wonder Academy Substitute Teacher (page 2 of 2)**

Christian Life:

Water Street Mission is a privately funded 501(c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry that is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and purpose statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Water Street Mission.
- Subscribe to the Water Street Mission Statement of Faith and Qualifications of Employment upon hire and continuously while employed.
- Adhere to the Water Street Mission Employee Handbook.