

# Barrington Christian Academy

## Substitute Teacher

### Employer Information

<b>Organization Name:</b>	Barrington Christian Academy
<b>Website:</b>	bcacademy.org
<b>About Us:</b>	Barrington Christian Academy (BCA) is a private, independent, college-preparatory day school serving students in grades K–12. As a nondenominational Christian school community, we welcome students from all faith backgrounds.
<b>Job Location:</b>	9 Old County Road, Barrington, RI 02806
<b>Reports To:</b>	Director of Academics
<b>Schedule:</b>	7:30 AM – 3:00 PM school days (as needed)
<b>Starting Wages:</b>	\$110 per day

### Job Purpose

To be provide short-term education as part of a student-focused team of teachers and other educational staff members at Barrington Christian Academy to accomplish our mission: *to nurture, equip, and encourage students in the development of their God-given potential*

### Tasks

- Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- Follow teaching methods and instructional materials developed by the classroom teacher.
- Prepare materials and classrooms for class activities.
- Instruct students individually and in groups, using various teaching methods.
- Confer with lead teachers, counselors and administrators to resolve students' behavioral problems.
- Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Communicate clear objectives for all lessons, units, and projects to students.
- Enforce administration policies and rules governing students.

### Qualification

#### Education and Experience

<b>Years of Experience</b>	0
<b>Education</b>	Bachelor's Degree (any subject)

## Physical Demands

The employee frequently stands and walks, and the employee occasionally sits. The employee regularly uses hands and must be able to talk, hear, see, and lift up to 25 pounds.

## Basic Skills

- **Active Listening**  
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking**  
Talking to others to convey information effectively.
- **Reading Comprehension**  
Understanding written sentences and paragraphs in work related documents.
- **Active Learning**  
Understanding the implications of new information for both current and future problem-solving and decision-making.

## Social Skills

- **Instructing**  
Teaching others how to do something.
- **Social Perceptiveness**  
Being aware of others' reactions and understanding why they react as they do.
- **Coordination**  
Adjusting actions in relation to others' actions.
- **Service Orientation**  
Actively looking for ways to help people.

## Resource Management Skills

- **Time Management**  
Managing one's own time and the time of others.

## Knowledge

### Required

- English Language
- Enthusiasm for Education and Child Development

### Preferred

- Experience with Children in K-12
- Customer and Personal Service