



## **Title: Guest Teacher**

### **Reports to: Secondary Assistant Principal/Elementary Principal**

**Overview:** By pursuing quality and value in the educational experience of every student and employee, the Guest Teacher assists Mount Dora Christian Academy in fulfilling our mission of *Educating for Life and Eternity*. In the absence of the full time classroom teacher, the substitute teacher provides instruction, encourages student's progress, and manages the learning environment.

#### ***Instructional Duties***

- Implement existing lesson plans in a manner that ensures the integrity of academic time and motivates students to learn and participate
- Instruct students regarding a variety of classroom topics and courses of instruction
- Follow lesson plans as directed by the full-time teacher
- Assign tasks and homework to students in accordance with the lesson plans
- Model correct use of spoken and written English language
- Demonstrate professional practices in teaching
- **For long-term assignments, you may be required to develop lesson plans; create, administer, and grade tests/assignments; participate in parent-teacher conferences; and attend school related functions. Please note: activities may occur outside of normal school hours**

#### ***Classroom Management***

- Maintain classroom control that fosters a safe, positive environment for all students and staff in accordance with MDCA, school, state, and all applicable laws and regulations
- Ensure adequate supervision of students and the classroom environment to assure the health, welfare, and safety of all students
- Take all necessary and reasonable precautions to protect equipment, materials, and school property
- Remain in classroom and monitor students at all times
- Report all student injuries, accidents, illnesses, and discipline problems to a school administrator immediately
- May supervise students in out-of-class settings (e.g., assemblies, lunchroom, schoolyard)

**Qualifications:** The ideal candidate should have a working knowledge of Christian education and support the mission of Mount Dora Christian Academy. Before entering a classroom, the candidate must participate in the Guest Teacher Orientation and submit to a background screening according to MDCA guidelines. The ideal candidate will be a faithful Christian with a desire to serve children, punctual, professional and reliable.