



Kingdom
Connection
Academy

Full-Time Substitute Teachers

Supervisor: Administrative Assistant to the Principals

Evaluation: Principals

1. Assist the designated Administrative Assistant by substituting for teachers or staff who are absent due to sickness, personal time, or school business.
 - a. Assist the Administrative Assistant to the Principals on days not needed to substitute.
 - b. Assist teachers with grading at the direction of a principal.
 - c. Seek to have substitutes who have a minimum of a bachelor's degree.
 - d. Provide lobby coverage for lunch if not substituting.
 - e. Provide coverage in lobby from 3:10-3:30 when needed.
2. Assist the Superintendent, Principals, Administrative Assistant to the Principals, and Administrative Assistant to the Advancement Director in any and all duties necessary.
 - a. Assist superintendent in any and all duties necessary at his discretion.