



**SUBSTITUTE TEACHER APPLICATION
2016-2017**

Your interest in Downtown Academy is appreciated. We invite you to fill out this initial application and return it to our school office. Applications are to be completed and submitted in person, via mail, or emailed in 'pdf.' format to the Head of School. Address applications to:

*Downtown Ministries
165 Pulaski Street, Athens, Georgia 30601
or
patrickennis@downtownministries.org*

We realize one of the keys to a successful Christian school is its staff. We are seeking substitute teacher applicants who really love children, and who, by pattern of their lives, are Christian role models. Luke 6:40.

We look forward to receiving your application. Thank you for your interest in the ministry of our school.

Personal Information:

Full Name: _____

Email address: _____

Address _____

City _____ State _____ Zip _____

Phone: Days (____) _____ - _____ Evenings (____) _____ - _____

Date of Birth: _____ / _____ / _____

Position Information:

Please indicate any substitute positions you are interested in:

(__) Kindergarten (__) 1st Grade (__) 2nd Grade

(__) 3rd Grade (__) 4th Grade (__) Assistant Teacher

(__) Reception

Christian Background:

*In your own handwriting, **on separate paper**, briefly give your Christian Testimony.

*In your own handwriting, **on separate paper**, briefly describe your biblical worldview.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, and our final authority in all matters of faith, truth, and conduct?

Yes _____ No _____

With what local church are you presently affiliated?

Are you presently a member in good standing?

_____ Years _____

Please describe any and all experience working with inner-city youth: _____

Please describe any and all experience working with children with learning disabilities:

Please describe any and all experience working with children with behavioral issues:

Professional Qualifications:

List All Degrees Earned
Degree

Issuing Institution

Date Received

Have you ever been accused, charged, indicted, or convicted of a crime other than a minor traffic violation?

If yes, please provide details including dates, jurisdiction, and status of final disposition of case: _____

Can you submit verification of your legal right to work in the US? () Yes () No

Applicant's Certification and Agreement

I understand that Downtown Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability. I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge.

I understand that falsification of any statement or significant omission of facts may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If my employment is terminated under these circumstances, I further understand and agree that I will be paid and receive benefits only through the date of termination.

I authorize Downtown Academy to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony, work history, or any other statement made by me in this application. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, its offices, board members, agents, employees, my former employers, references, and all other parties from any and all claims demands, liabilities or losses arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a full background check by the FBI and any other federal and state authorities necessary or desirable in the sole discretion of the school. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including but not limited to criminal background information acceptable to the school in its sole and absolute discretion. The school may refuse employment or terminate any employment if any background information deemed to be unfavorable or would reflect adversely on the school or on me as a Christian role model in the sole and absolute discretion of the school.

I understand that this is only an application for employment and that no employment contract is being offered at this time. I also acknowledge and agree that any offer of employment will be subject to my acceptance and execution of an employment contract for the 2016-2017 school year and, that employment agreement notwithstanding, I will be an employee at will in accordance with Georgia law.

I certify that I have read and do understand the above statements.

Signature of Applicant

Date



BACKGROUND CHECK AUTHORIZATION FORM

Part 1: To be completed by Applicant

I, _____, hereby authorize Downtown Ministries of Clarke County and/or its agents to make an independent investigation of my background, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for Volunteering now and, if applicable, during the tenure of Volunteering for Downtown Ministries.

I release Downtown Academy and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims and law suits in regards to the information obtained from any and all above referenced sources used.

Signature of Applicant

Date

Please list all resident addresses for the past seven years – use separate sheet if necessary.

Last Name	First Name	Middle Name
Current Address	City, State, Zip, County	How Long?
Prior Address	City, State, Zip, County	How Long?
Prior Address	City, State, Zip, County	How Long?
*Social Security #	*Date of Birth (mo/day/yr)	
*Driver's License #	Issuing State	Male/Female

*The above information is required for identification purposes only and is in no manner used as qualifications for employment.

Part 2: To be Completed by the Downtown Academy Representative making the search request.

Name of School Representative Patrick Ennis	Title Head of School	School Name Downtown Academy
School Address 165 Pulaski Street	City, State, Zip Athens, GA 30601	County Clarke
Telephone Number (706) 380-9595	Fax Number	Account #

Please indicate which search you want completed on the applicant identified above.

() Federal Criminal Background Check

() Motor Vehicle Record



SUBSTITUTE TEACHER JOB DESCRIPTION

GENERAL DESCRIPTION

OVERVIEW: The substitute teacher will assist teachers, staff, and parents prepare students at Downtown Academy with a rigorous and excellent Christ-centered education that develops in them the knowledge and the character foundation to rightly pursue their purpose in glorifying God.

REPORTS TO: Head of School

EVALUATION: Performance will be evaluated in accordance with the provision of the Board's policy on Evaluation of Professional Personnel.

REQUIRED PERSONAL AND PROFESSIONAL QUALITIES

It is expected that the substitute teacher shall:

- Have made a public profession of Christ as his/her Savior from the penalty of sin.
- Hold to the Bible as God's holy, unchanging, inerrant, Word and the standard for faith and daily living.
- Hold a college or university degree.

ESSENTIAL JOB FUNCTIONS—ACCOUNTABILITIES

At the beginning of the school day, the substitute teacher shall:

- Report to the office and meet with the appropriate administrator for orientation to school policies and procedures such as attendance, discipline, class schedules and lesson plans.
- Report to the nurse's office to check on medical issues of students in class(es) to which you are assigned.
- Ask about the building's Emergency Plan.
- Familiarize him/herself with the school layout, classroom procedures and the emergency exit route from the assigned classroom(s).

In the classroom, the substitute teacher shall:

- Assume all duties of the regular classroom teacher promptly and in accordance with school rules. This may include bus, lunchroom, playground, hall duty or other duties assigned by the building principal.
- Follow the instructions left by the teacher or alert the administrator if there are no plans to follow.
- Check to ensure that there are sufficient supplies in the classroom to carry out lesson plans.
- Maintain normal classroom routines and discipline procedures.
- Spend the entire assignment working with and for the students.

KNOWLEDGE. CHARACTER. PURPOSE.

DOWNTOWN ACADEMY
SUBSTITUTE TEACHER JOB DESCRIPTION

- No personal work of any kind should be done. The substitute teacher is expected to carry out the instructions of the regular teacher, including grading daily papers and leaving a summary of work covered.
- Remain in the classroom if a student teacher or intern is teaching.
- Maintain a positive learning atmosphere in the classroom.
- Disruptive student conduct in class is not acceptable. If serious student behavior problems occur, assistance should be sought from a neighboring teacher or a building administrator.

The substitute teacher shall inform the principal or department head in cases of:

- Personal injury to students or staff.
- Serious illness of any student.
- Damage to school property.
- Serious discipline problems or infractions of school rules.

It is not the substitute teacher's responsibility to:

- Grant permission for a student to leave school before the regular dismissal time.
- Detain a student after dismissal time.
- Communicate information about a student or staff member with anyone but the building principal or department head.

At the close of the school day, the substitute teacher shall:

- Leave the classroom as neat as possible with things approximately in the same place where they were found.
- Be sure all windows and doors are locked. If the school has issued a key, be sure to return it to the school office prior to leaving the building.
- Leave the teacher a report about how the day went; work that was completed and work that was not.
- Check out at the school office.

Under no circumstances shall the substitute teacher:

- Release a student from his/her jurisdiction during school hours without permission from the school office.
- Use corporal punishment. It is recommended that substitute teachers not touch students at all.
- Leave money or valuables in the classroom.
- Criticize the teacher about her/his materials or methods
- Leave students unsupervised at any time during the day.

DOWNTOWN ACADEMY
SUBSTITUTE TEACHER JOB DESCRIPTION

- Make comments about any student, teacher, administrator or parent that will reflect negatively upon that person or upon the teaching profession. Observations made and conversations held during the school day should be considered confidential and discussed only with the school principal or department head.
- Review school records without the permission of the principal. Records are legally designated as confidential and should be treated as such at all times.

What the substitute teacher can do for the regular classroom teacher:

- Follow the lesson plans. Do not allow the students to have a free day.
- Leave detailed notes about which students were helpful, disciplined, etc.
- Correct work completed by students during the day (when appropriate).
- Keep the students from opening the teacher's desk or files.
- Be consistent with existing classroom procedures.
- Keep accurate attendance reports.
- Leave student work in organized piles/files/folders for the teacher.
- Monitor classroom supplies.
- Leave the room neat and orderly.
- Leave a note for the teacher stating something positive about his/her class.

The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.