



Teacher and Staff Guidelines

Welcome

Your efforts and services as a GCSJA employee are needed and appreciated. Your services are critical to maintaining the educational progress of students and helping the South Atlantic Conference of Education department fulfill its mission of educating and preparing each student to succeed in a changing world.

COMPENSATION

Employees are paid a daily rate or salary based on education and work experience.

SKILLS AND QUALIFICATIONS

- High school diploma or equivalent
- Scheduling availability, flexibility, patience
- Confidence and proficiency in giving instruction
- Superb verbal and written communication skills
- **Free** teacher training: adventistlearningcommunity.com
- Ability to pass background check

CALLED FOR DUTY

Assignments are for either a full day or half-day. All GCSJA are entitled to have a lunch break..

You may leave 15 minutes after the students are dismissed if all necessary tasks and notes for the teacher are completed. If this work is not completed, employees may leave after fulfilling the assigned duties.

CELL PHONE USAGE

Personal cell phone usage, including calls, texting, or internet usage is prohibited during times of student instruction or supervision.



DRESS CODE

A GCSJA employee is a hired professional and expected to dress like a professional (e.g. business casual, no blue jeans. Teachers may have special days on which a more relaxed dress code may be approved (e.g., school spirit days). Please check with the Principal for any specific dress code expectations.

TEACHER/STAFF RESPONSIBILITIES

It is your responsibility to support the learning process and maintain continuity in instruction. You are in charge of the well-being of the children. It is expected that the employee will maintain good order and create classroom conditions conducive to an optimal learning environment.

As a qualified substitute employee, you have the responsibility to adhere at all times to the same high standards of conduct and professionalism expected of all GCSJA employees.

Employees are expected to hold in professional confidence any information about the school (students, parents, teacher, principal) acquired during the workday. Individuals seeking information about a child or who come to the classroom asking that a child be released from school must be directed to the office. Children are not to be released from the classroom without official notice from school staff.

The roles of an educator are to maintain classroom discipline and to carry on the classroom procedures as if he/she were the regular teacher. Educators should, as far as possible, follow the lesson plans and instructions. Educators do not have the authority to make changes in the daily curriculum unless directed to do so. Discipline should be maintained and students are to be held accountable for their work and classroom behavior. Punishment (written or otherwise) may not be administered by an educator. If discipline problems arise, administration must be notified.

SUMMARY

1. Report to the school office at the designated starting time.
2. Leave a brief report for the administration of materials covered and work completed.
3. Report any accidents or unusual discipline problems to Administration on duty.
4. Leave the room in good order.



LESSON PLANS/CLASSROOM INFORMATION FOR SUBSTITUTE TEACHERS

You can expect that the classroom teacher has prepared and left sufficient lesson plans to carry you through your assignment. Either a paper or electronic substitute folder will be available when you arrive.

You must arrive at the school early enough to prepare before school begins. If you find that the instructions left for you are inadequate, you should immediately inform the Principal or a staff member.

The regular classroom teacher should supply the following for the substitute:

1. Class lists (according to reading/math groups and/or various classes)
2. Daily schedule
3. Individual student schedules for student specials
4. Up to date seating charts with comments regarding student leaders for classroom assistance and students of special situations (including learning disability, physical disability and behavioral problems)
5. Any additional responsibilities of the individual teacher (distribution of papers, supervision duties, breaks, and special disciplinary measures)
6. Contingency lesson plan (when a lesson plan cannot be followed)

If you are substituting for an unplanned absence, the classroom teacher may not have had an opportunity to prepare all of the above-listed information. If you have questions or need additional information in order to adequately carry out classroom lesson plans or procedures, contact administration.

END OF DAY NOTE

The educator must be fully aware of classroom activity. It is the substitute's responsibility to collect all assigned written work. You should leave a brief note on what the students accomplished, how the class responded and any problems you encountered should be left for the teacher. If you were not provided with adequate plans, work materials or anything else needed, you should report this to the Principal. If you were not able to follow lesson plans, if an assignment could not be completed or if you had to rearrange schedules, leave a note explaining why.



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CLASSROOM ETHICS

Information obtained about students, including grades/performance, must be kept confidential. Educators should assume and act as if any information learned about a student as a result of being a teacher is confidential. Additionally, personal information regarding other teachers should not be publicly disseminated.