



METRO CHRISTIAN ACADEMY

Substitute Teacher

If you are looking for a way to share your love for Christ, kids, and Christian education, and you have a flexible work schedule, you should consider becoming a Substitute Teacher!

To be an effective substitute teacher, Metro requests you to be available and willing to sub at least 1-2 days per week.

Qualifications Needed

18 years of age or older

High school diploma or equivalent

Bachelor's degree preferred but not required

Teaching certificate preferred but not required

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Substitutes are expected to arrive by 7:30am for full-day or morning jobs and stay until 3:30pm for full-day or afternoon jobs. Start times vary for afternoon jobs.

School Start and End Times

Pre-K and Kindergarten	8:10am-2:45pm
Elementary School	8:10am-3:05pm
Middle and High School	7:55am-2:50pm

Substitute Teachers are Paid Semi-Monthly

<u>Pay Period</u>	<u>Pay Day</u>
24 th -8 th	15 th Day of the Month
9 th -23 rd	Last Day of the Month

Compensation

Certified Teacher	\$90/day
Non-Certified	\$80/day
Metro Retiree	\$100/day
Long-term Sub*	\$100/day

*11+ Consecutive days in the same position

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Dress Code

Substitute Dress Should Serve As A Model For Students.

Do:

- Stay professional! Dress in a clean, neat, modest, and professional manner
- For women, casual, yet professional slacks, skirts, blouses, and sweaters
- For Men, sweaters, polo shirts, and other collared shirts, with or without a tie, and slacks
- Friday is Spirit Day. You may wear approved Metro spirit wear and jeans.

Avoid:

- Hats or caps while in the building
- Too-casual t-shirts (for men and women)
- Leggings or sweatpants
- Clothing that is too tight, short, or revealing
- Spaghetti straps, tank tops, strapless tops
- Too-short hemlines or exaggerated splits

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Next Steps

1. Submit a resume to Human Resources (HR) at HR@metroca.com.
2. A Principal will contact you for a short phone interview.
3. Once approved, HR will contact you with information to complete a pre-employment background check.
4. When the results of the background check are returned, HR will contact you with on-boarding information.
5. Meet with HR to complete on-boarding documentation and to set up access to the absence management system.

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Administrative Team Contact Information

Please contact an
Administrative Assistant if you
have any questions about
substitute teaching.

If you are ready to begin, please
submit your resume to
HR@metroca.com

Elementary School

Principal
Matt Buffington
mbuffington@metroca.com
918-745-9868 ext. 141

Administrative Assistant
Kristen Spencer
kspencer@metroca.com
918-745-9868 ext. 501

Middle School

Principal
Carrie Storms
cstorms@metroca.com
918-745-9868 ext. 137

Administrative Assistant
Kyndell Brunner
kbrunner@metroca.com
918-745-9868 ext. 502

High School

Principal
Robby Davis
rdavis@metroca.com
918-745-9868 ext. 203

Administrative Assistant
Kim Dilley
kdilley@metroca.com
918-745-9868 ext. 508