



North Central Academy
5055 Corey Road
Mancelona, MI 49659
www.northcentralacademy.net

Position: Internal Substitute Teacher

Reports to: Jill Kettlewell - Principal, North Central Academy.
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Employed by: Mitten Educational Management at North Central Academy

Nature of the Position:

The primary responsibilities of the Internal Substitute Teacher is to create a positive learning environment in a classroom until the regular teacher returns. Substitute teachers will effectively manage the classroom and follow lesson plans provided by the regular classroom teacher. If there are no staff absences, the candidate will follow a predetermined schedule and act as a paraprofessional/utility position.

Responsibilities of the Position:

1. Subscribes to the motto: "Action Over Words, Service Over Self".
2. Teach classes to K-12 students on a daily basis when the teacher is absent. This may include specials such as Music, Art and PE.
3. Follow a predetermined schedule and act in a paraprofessional/utility position on a day when no staff absences occur.
4. Support students in all aspects of positive character development.
5. Develop quality relationships and communicate effectively with students and staff members.
6. Assists in establishing a positive learning environment.

Requirements for the Position:

1. Proof of at least 60 credit hours of higher education.
2. Background Check/Fingerprints.
3. Seeks positive impact with kids and community.

Pay/Other:

Year round salary. Benefits package includes the following: health insurance, 401K, short and long term disability coverage, dental and vision insurance, life insurance coverage, a healthy living stipend to promote fitness, and paid vacation days.