



# PETRA ACADEMY

## SUBSTITUTE TEACHER APPLICATION

Christian Foundation • Classical Tradition • Joyful Learning  
 4720 Classical Way • Bozeman, MT 59718 • 406.582.8165 • [www.petraacademy.com](http://www.petraacademy.com)

FOR OFFICE USE ONLY	
Date Application Received _____	Interview Date _____ Accepted [ ] Denied [ ]
Background Check Received _____	<i>Updated 1/10/18</i>

### PERSONAL INFORMATION

<b>Name</b>	<b>Home Phone</b>
<b>Street Address</b>	<b>Cell Phone</b>
<b>City, State, Zip</b>	
<b>Email Address</b>	<b>Date of Birth</b>

### EDUCATION HISTORY (List three most recent with most recent first)

College or University City, State	Major	Minor	Degree & Date

### EMPLOYMENT HISTORY (List three most recent with most recent first)

Employer Name Employer Address	Your Job Title	Supervisor Name	Employment Date

### REFERENCES

In addition to the three references listed below, please submit two letters of reference. Letters may be from your list of references. Do not use a relative as a reference. If you have not worked in a school setting, list references that can attest to your ability to work with children.

Name & Position	Present Address	Phone Number	Email Address

WORK AVAILABILITY			
Check all grade levels you can instruct:		K4 & K – Pre Grammar	
		1 <sup>st</sup> - 6 <sup>th</sup> – Elementary	
		7 <sup>th</sup> - 12 <sup>th</sup> – Secondary	
Check all days you are available:		Every Day	Wednesday
		Monday	Thursday
		Tuesday	Friday
Check all subjects you can instruct:		English	Art / Music
		Math	Physical Education
		Science	Latin
		History	Spanish
BACKGROUND INFORMATION			
<p>We ask that all our staff get fingerprints done at the Gallatin County Detention Center: 605 South 16th Avenue, Bozeman, MT 59715, <b>Phone:</b> (406) 582-2130 – there is a \$15 fee payable by exact cash or check only. Photo ID Required. (Return cards to Petra to submit for a background check.) <b>HOURS:</b> ● <b>Tuesday – Thursday</b> from 3:00 PM to 4:30 PM          ● <b>Tuesday</b> from 7:00 PM to 8:30 PM          ● <b>Saturday</b> from 12:00 PM to 2:00 PM</p>			
<p>I, hereby certify that all information provided in this application to be true and correct. I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that falsification of any part of this application constitutes cause for rejection of application or dismissal after employment. In addition, my signature below authorizes Petra Academy to obtain information regarding employment from my prior employers, as well as to conduct a background investigation.</p>			
YES		NO	
<b>I Waive My Right or Access to any information submitted by references.</b>			
Signature			Date

## SUBSTITUTE TEACHER PERFORMANCE RESPONSIBILITIES

Please review before submitting this Substitute Teacher Application

**REPORTS TO:** Headmaster

**JOB GOAL:** In the absence of the regular classroom teacher—to help students to learn subject matter and/or skills that are required for scheduled lessons and to provide meaningful instruction for assigned classrooms.

- Reports to school office at beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials. Follows sign out procedures as prescribed by the headmaster.
- Carries out a program of study prescribed in the lesson plans left by the classroom teacher.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Guides the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for the lessons, units, or projects assigned.
- Employs instructional methods and materials that are most appropriate for meeting lesson objectives.
- Maintains a neat and orderly classroom. Straightens chairs, tables, clears chalkboard, etc.
- Takes attendance in accordance with school procedures.
- Indicates to students at beginning of class the basic expectations for behavior in the class in accordance with school and Petra Academy policies.
- Insures that the students are never left unattended in the classroom.
- May perform duties usually required of absent teacher such as lunchroom duty, hall monitoring, etc.
- Knows emergency evacuation routes for the classrooms assigned.
- Knows procedures for referring students who are disciplinary problems.
- Knows school procedures and regulations.
- Performs other related duties as directed by the Headmaster.

**NOTE:** Complaints made by a school staff member or headmaster about a substitute teacher may result in the removal of the substitute from the Substitute List.