

# **Coast Kids Preschool Substitute Teacher Job Description**

## **Qualifications**

- Meets state licensing qualifications and requirements for teacher.
- Preferably has at least 1 year of successful experience in a preschool setting.
- Possesses an ability to interact effectively with parents, peers, and administrative staff.
- Preferably has at least 12 ECE units. May be hired with 6 units as long as also enrolled in child development classes until completes the required 12 units.
- Preferably has 3 semester units in Program Planning & Curriculum Methods.
- Preferably holds a current CPR and First Aid Card.
- Must pass an extensive background check according to California State Licensing standards for a state licensed preschool and those of North Coast Calvary Chapel.
- Must possess strong command of the English language.
- Must be in agreement with the preschool teaching philosophy and methods.
- Such alternatives to the above qualifications as the Director may deem appropriate.

## **Reports to**

Director and supervising teacher.

## **General Description**

The substitute teacher is responsible for supporting the teacher in which she is working with in implementing a developmentally appropriate program, which encourages growth in the children in his/her class physically, socially/emotionally, cognitively and spiritually, following the guidelines of the preschool's curriculum approach. Substitute hours will vary.

## **Performance Responsibilities**

### **Spiritual**

- Demonstrates Christian maturity in attitude, actions, and speech, showing a consistent walk with Jesus Christ.

### **Classroom Management**

- Fill in for teachers as needed.
- Follow the learning plans of the teacher.
- Work collaboratively with the other staff.

- Shares housekeeping responsibilities with other staff.
- Will treat all children with dignity and respect. Will follow the basic school discipline plan, taking initiative to clearly communicate discipline concerns to the Director. Will abide by a code of confidentiality in all discipline cases.
- Arrives to work on time. Clocks in daily.
- Checks mailbox daily in the morning for day's schedule and follows the schedule.
- Understands that break time varies according to which class she is working in.
- Is respectful of shared space with others.
- Maintain appropriate ratios.
- Complete additional tasks and assignments as needed unless given as a regular task.

#### Physical Demands

This job may require lifting of objects that exceed 50 pounds, with frequent lifting and/or carrying of objects weighing up to 25 pounds. Other physical demands that may be required are as follows...

- Pushing and/or pulling
- Climbing
- Running
- Stooping and/or kneeling
- Sitting on the Floor and/or Child-sized Chairs
- Reaching
- Talking
- Hearing
- Seeing

#### Environmental Conditions

The lead teacher may be working in a busy and noisy environment. There may be a number of activities and situations happening at once and the lead teacher will have to supervise all children at all times.

#### Sensory Demands

The lead teacher may experience smells associated with toileting and children who are ill.

#### Church Relations

- Promote a "we" attitude between church and preschool staff.
- Maintain rapport with children's ministry staff.

Additional duties can be assigned as deemed necessary by the director.