



Substitute Teacher Job Description and Qualifications

Description

The Substitute Teacher leads in supervising students in the event their regular teacher is absent, or unable to lead the class; working closely with the Teacher Assistant and delegating work as they see fit. Duties include managing classroom behavior, interpreting lesson plans and informing the student's permanent teacher of their success, and any other circumstances which may occur. In addition, the Substitute Teacher will help to keep all students on task with any daily scheduled activities.

Education

Minimum required: High school diploma.

Preferred: Post high-school education in early childhood development or similar field.

Experience

Minimum preferred: Previous experience working with young children for one year or similar experience in Pre-K, Nursery or Child Care.

Special Skills

Sincerely enjoy and value children and their education.

Be proactive in supporting the teacher. Believe in a Christian-based education and supportive of the School's mission.

Physical Requirements

Working with pre-school aged children requires stamina and close physical contact. Candidates need to be able to lift up to 25 pounds, run and sit on the floor. Candidates must be willing and able to participate in outdoor and indoor activities.

Hours

Flexibility to work either full day (8am–4pm) or half day (morning 8am–12pm or afternoon 12pm–4pm).

