

substitute teacher job description

The following job description shall serve as a guideline for this person's qualifications, responsibilities, and requirements pertaining to this position. This description may not be inclusive of all duties to be assigned.

JOB SUMMARY:

Under the direction of the Director or the Office Manager, supports all teaching staff and school-wide operations.

DUTIES & RESPONSIBILITIES:

- Represent Bel Air Presbyterian Preschool in a professional manner and serve as a point of contact for both internal and external parties: prospective families, current families, teachers, and other businesses.
- Lead or support various programs as needed, such as Early Morning Drop-Off, Extended Care or special events. These duties may include printing sign-in sheets, caring for children, setting up and cleaning up.
- Report to classrooms as assigned to relieve teaching staff as needed. Implement curriculum, instruction, and programming as planned and advised by teaching staff and/or provided substitute plans.
- Demonstrate excellent interpersonal and customer care skills indicating ability to manage competing priorities in a dynamic environment while meeting deadlines.
- Act as a Mandated Reporter with appropriate agencies in instances of any suspected incidents of child abuse and neglect.
- Be familiar with and maintain licensing and accreditation standards.
- Use discretion and maintain client confidentiality.

MINIMUM JOB REQUIREMENTS:

- Must have a minimum of 12 ECE units, 3 of which must meet Infant/Toddler requirement if working in the Infant/Toddler program.
- Previous experience in Early Childhood Education is preferred, specifically in the preschool setting.
- Under California law, all applicants are required to pass a background check.
- Required to pass a physical medical examination with clearance to work with young children including the clearance of a TB test.
- Must always maintain a current Pediatric CPR and First Aid certificate.
- Christian commitment – an acknowledgement of faith in Jesus Christ as Lord and Savior

PHYSICAL DEMANDS & WORKING CONDITIONS:

- Must have ability to lift and carry children aged 12 weeks to 6 years old as well as some equipment.
- Must have ability to spend time sitting on the floor and working at a child's level.
- May come in contact with children who are ill and/or contagious.
- May need to assist in toileting and pediatric first aid.

Signature: _____

Printed Name: _____

Date: _____