

Job Title: Substitute Preschool Teacher
Reports to: Program Director or Delegate

Program: A Children's Village
Effective Date: September 2024

Job Summary:

The Substitute Preschool Teacher ensures that all students are supervised in a safe, nurturing, play based, Christian learning environment. The substitute fosters age-appropriate attitudes, skills, and subject matter that will contribute to students' development as mature, able, and responsible Christians while utilizing a Biblical worldview. Teachers work in teams to implement daily teaching and learning activities that consistently and appropriately support the social, emotional, and developmental needs of the children. The Substitute Preschool Teacher will support the other teacher in the classroom and will follow the lesson plans provided in the room. The substitute teacher will work as needed. A substitute may be called or texted during the early morning hours on the day they are needed or may be asked to substitute for specific days in the future.

Supervisory Responsibilities: None

Duties/Responsibilities:

Classroom Operations and Safety

- Help to set up the classroom to promote ease of use of materials and to promote success and independence for students.
- Help to maintain an engaging classroom environment that is neat and orderly.
- Establish and maintain an atmosphere conducive to learning that adheres to the mission and philosophy of A Children's Village Preschool and CityRise.
- Supervise children by sight and sound in and out of the classroom, including in the halls, bathrooms, and on the playground.
- Change soiled diapers as needed following standard health and safety protocols
- Instruct and monitor students in the use and care of equipment and materials, to prevent injuries and damage.

Instruction

- The substitute will work to support the teacher in the classroom following the lesson plans provided for the school day.
- Actively engage with children during activities, play, and instruction. Ensuring that each child's unique needs and learning style are addressed.

Behavior Management

- Enforce rules established by classroom teacher for behavior, and policies and procedures, to maintain order among students.
- Respect the rights and capabilities of every child and apply discipline appropriately within Texas Guidelines for Minimum Standards, and A Children's Village policies.

Professional development

- Willing to learn, understand, and grow as an educator in the classroom.

- Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- 8 hours of continuing education hours required before initial classroom placement
- 16 additional hours required within 90 days of beginning the relevant caregiver duties

Communications

- Maintain daily communication with parents through the parent engagement application
- Provide parents with routine updates on their child's progress and address any concerns promptly and professionally.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Ability to function well in a highly regulated and at times stressful environment.
- Strong understanding of child development and early childhood education principles
- Ability to work collaboratively with a team and communicate effectively with children, parents, and staff.
- Positive attitude, patience, and creativity in engaging children in play-based learning activities
- CPR/First Aid certification or commitment to get certified within 90 days of hire

Education and Experience:

Required Education: High School Diploma or equivalent

Preferred Experience: Two years of experience in education, children's ministry, or related field.

Preferred Education: Associate's degree or bachelor's in early childhood education or related field.

Preferred Experience: Two years of experience in early childhood or preschool education.

Physical Requirements:

Must be able to lift 40 pounds.

Able to sit on floor or low chairs, stand for extended periods of time and walk up to 10,000 steps per day.

Work Location:

Work is performed 100% on-site.

employee printed name

employee signature

date