

SOUTHBROOK preschool

Substitute Job Description

Substitute staff will be responsible for filling in for either a teacher or floater position. See job descriptions for more details. Substitutes will be required to either work a half day (8:15 a.m.- 10:45 a.m. or 10:45 a.m. -1:15 p.m.) or a full day (8:15 a.m. - 1:15 p.m.)

Qualifications

The person selected for this position must be a sensitive and mature Christian individual who is able to relate well to both children and adults. Prior experience working with preschool-aged children is an asset.

Mission Statement

I am here to show Christ's love and to positively guide, influence, and inspire children through education.

Southbrook Preschool Mission Statement

"We exist to provide a developmentally appropriate education in a Christian environment to prepare young children for success".

Responsibilities

Responsibilities will include, but may not be limited to, the following:

- Respond to teacher or floater requests for a substitute promptly.
- Supervising, and implementing the planned curriculum for the class.
- Constantly keep a close watch of children while on the playground.
- Being punctual and dependable.
- Assisting with departure of children through supervision and escort to cars in pick-up line as needed.
- Being a positive role model for parents of students.
- Treating all students, parents, and staff with dignity and respect.
- Maintaining professional attitudes and loyalty to the Preschool at all times.
- Read and support the philosophy and policies of the Preschool as outlined in the teacher handbook.
- Respect and support the philosophy and policies of Southbrook Church and its leaders.
- Respect and follow the NAEYC Code of Ethical Conduct.
- Respecting confidentiality of written, oral, and observed information.
- Respecting the use and care of materials and equipment.
- Maintaining current First Aid and CPR certifications.
- Adhering to established health guidelines regarding hand washing, diaper changing, and handling of all bodily fluids.
- Attending workshops and trainings as requested by the director.
- Dressing comfortably for interaction with children, yet respectfully appropriate and attractive for a CHRISTIAN atmosphere.
- Refer to teacher handbook for more detailed responsibilities for teachers.

Signature

Date