

First Baptist Church Weekday Preschool Substitute Teacher Job Description

JOB SUMMARY

A Substitute Teacher is one who has experience working with preschool children. Love and commitment to children is required while maintaining a professional character. A substitute teacher will be contacted to fill in for a lead or assistant teacher in their absence, therefore open availability and a flexible schedule is necessary.

ESSENTIAL RESPONSIBILITIES AND STAFF COOPERATION

- Provide and maintain a Christian environment that encourages children to grow physically, emotionally, mentally, socially, and spiritually.
- Perform assigned duties as requested by the director.
- Give each child the attention needed to assure his/her best welfare. This includes meeting physical and emotional needs such as eating, toileting, playing, working, health care and safety needs.
- Maintain an open line of communication with director.
- Be prompt and on time, habitual tardiness will be counseled.
- Remain compliant with dress code policy (found in staff handbook).
- Remain compliant with cell phone use policy (found in staff handbook).
- Be aware of our accountability policy (found in staff handbook).