

Substitute Teacher

Job Description

Qualifications:

1. Must be 18+ years old
2. Has at least one year experience teaching in a licensed childcare program.
3. Reliable and able to work well with others.
4. Flexible in receiving assignments and adapting to changes in the preschool or after school program
5. Able to physically perform the tasks; picking up twenty-five pound children & sitting on/near the floor with children.
6. Current TB Test (prior to employment), Criminal Background Check & Central Registry Check (submitted prior to employment), Food Handler's Permit (may be acquired once employed), and CPR/First Aid Certification (may be acquired once employed)

Responsibilities:

Responsibilities include, but are not limited to:

General:

1. Implement the daily program according to the lesson plans furnished by the regular teacher or assist the assigned teacher in any way possible.
2. Arrive on time as scheduled.
3. Clean, neat appearance.
4. Assist regular teachers with maintaining daily and monthly attendance for the class.
5. Assist regular teachers with diapering/bathroom duties & supervision.
6. Do a visual check of each child as they arrive.
7. Speak to parents and children in a warm, friendly matter.
8. Maintain a professional attitude and loyalty to the preschool at all times. Avoid gossip or inappropriate behavior. Keep information about children/parents confidential.
9. Demonstrate a positive attitude toward school and classroom.
10. Assist with fundraising and special programs.
11. Be receptive to suggestions and new ideas.
12. Be familiar with and follow-up on all FLLC policies.
13. Follow Licensing & STARS Regulations.
14. Obtain 15 hours of professional development credit per year in accordance with Kentucky Childcare Licensing Regulations.
 - (a) Six (6) hours of cabinet-approved orientation within the first three (3) months of employment;
 - (b) Nine (9) hours of cabinet-approved early care and education training within the first year of employment, including one and one-half (1 1/2) hours of pediatric abusive head trauma training; and
 - (c) Fifteen (15) hours of cabinet-approved early care and education training during each subsequent year of employment, including one and one-half (1 1/2) hours of pediatric abusive head trauma training completed once every five (5) years.
15. Maintain an annual professional growth plan.
16. Keep time sheets to be turned in on the 8th and 23rd of the month.

17. Attend & participate in monthly staff meetings.
18. Will be evaluated annually by the Director of Faith Lutheran Learning Center.

For a Safe and Appropriate Learning Environment:

1. Check classroom for sharp objects, covered outlets, temperature control, and lighting.
2. Be consistent about enforcing classroom rules.
3. Know where each child in your classroom is at all times; keeping a constant count (inside & outside).
4. Make sure that children have shoes on at all times (with the exception of naptime).
5. Make sure that classroom is free of trash or materials that could cause accidents.
6. Write an accident/incident or bite report for any event requiring medical or special attention.
7. Never leave the children unattended. If you must leave the classroom, make sure to find someone to stay with the children in your place.
8. Treat all children with respect. Let them feel safe to try and fail without fear.
9. Use a calm, non-threatening voice to model behavior to the children. Yelling, shouting, or using sarcasm with the children is never appropriate.
10. Understand child development and do not put unnecessary pressure on a child to complete a task.

For a Clean Environment:

1. Keep your classroom clean and neat. There should be no trash or food on the floor. Table tops must be cleaned off throughout the day.
2. Clean toys and materials weekly (daily if needed).
3. Clean tables and floors immediately after the children eat.
4. Wash your hands frequently (especially before touching food & after using the restroom). Model this behavior to the children.
5. Tie up soiled clothing in a plastic bag and place in child's cubby to go home at the end of the school day. Make sure that parents are alerted to take them home.
6. Sanitize nap mats daily. Send home children's nap blankets at the end of each week.
7. Provide outdoor play periods daily. The only time children will not go outside is during a weather alert.

For a Stimulating Classroom:

1. Give praise and positive reinforcement for efforts to achieve.
2. Follow the center-wide behavior program, 1-2-3 Magic & give redirection when possible.
3. Give children responsibilities. All children should have a turn doing the classroom chores.